

Progress Report Template

What

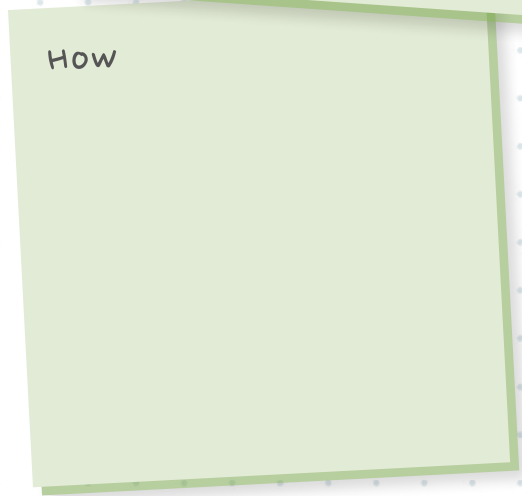
A report for monitoring your work / the research on a regular basis.

Why

Stay on track! Fill in your progress report to reflect and identify where to focus your energy next. If you are working with a group, be sure to dedicate time to complete your progress report together.

How

Adjust this template based on the needs of your research team. Remember to actively include participants and their feedback in all monitoring.



We are here to help! [Reach out if you have any challenges or questions.](#)





Progress Report Template

Project name

Date

What worked well this week (or whatever agreed upon cadence)?

This can include time, budget, communication channels, numbers reached, numbers of participants, and much more!

Action	Indicator	Status Complete or In Progress	Who worked on this?	Open dialogue and reflection (Are we doing what we said we'd do? How are we doing?)

What were some challenges and are there adjustments we want to make?

Action	Who worked on this?	Open dialogue and reflection (Are we doing what we said we'd do? How are we doing?)





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What are goals and deadlines for next week?

Action	Who will work on this?