



PROJECT PROGRESS REPORT

<u>Project Name</u>	Corresponds to 'Short Project Name' from original Business Brief	<u>Project Reference No.</u>	The number allocated by the PA Project Office to the project
<i>Project Manager</i>	Nominated Project Manager	<i>Project Stage</i>	The name of the stage reached by the or general name of development phase
<i>Project Sponsor</i>	Nominated Project Sponsor	<i>Business Area Planner</i>	Nominated Business Area Planner

MILESTONES AND DELIVERABLES:				
<i>Milestones</i>	<i>Planned Date</i>			
Milestones planned to have been achieved within this and next reporting periods.	Date of milestone, taken from latest baselined Project Management Plan			

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Signature of Project Manager

Date