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| **THE UNITED REPUBLIC OF TANZANIA** <<**insert institutuon logo**>>  <<Insert your Institution’s Name >>   |  | | --- | | **Document Title**  ***<<INSERT PROJECT NAME>> PROJECT PROGRESS REPORT***  ***(Under Section 24)*** | |  | |

*[****For each project, Fill it in a separate sheet****]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name |  | | | |  | | |
| Project  Manager |  | | | |  | | |
| Project Duration | Start Date: | | | | End date: | | |
| Date Prepared |  | | | |  | | |
| Status | On track | | | |  | | |
| Delayed | | | | Reasons for Delay: | | |
| Key deliverables completed this period | List of Deliverable completed | | | | | | |
| **No.** | **Deliverable** | | | **Delivery Date** | | **Completion Date** |
|  |  | | |  | |  |
| Key Deliverable Outstanding | **No.** | **Deliverable** | | | **Delivery Date** | | **Completion Date** |
|  |  | | |  | |  |
| Key Deliverables for next reporting period | **No.** | **Deliverable** | | | **Delivery Date** | | **Completion Date** |
|  |  | | |  | |  |
| Risk Management | **List of Project Risks and Action Taken** | | | | | | |
| **No.** | **Risk** | | | **Action** | | |
|  |  | | |  | | |
| Issue Management | **List of Project Challenges and Resolution Taken** | | | | | | |
| **No** | **Issue Name** | | | **Action** | | |
|  |  | | |  | | |
| Change Management | List of Projects Changes | | | | | | |
| **No** | | **Details** | | **Approved** | **Rejected** | |
|  | |  | |  |  | |
|  |  | |  | |  |  | |
| **Prepared By: ………………………………..**  **Designation: …………………………………**  **Signature: ……………………………………**  **Date: ………………………………………….** | | | | **Approved By: ……………………….**  **Designation: ………………………..**  **Signature: …………………………..**  **Date: ………………………………..** | | | |

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| **APPROVAL** | **Name** | **Job Title/ Role** | **Signature** | **Date** |
| Approved by |  |  |  |  |