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|  **THE UNITED REPUBLIC OF TANZANIA** <<**insert institutuon logo**>><<Insert your Institution’s Name >>

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| **Document Title*****<<INSERT PROJECT NAME>> PROJECT PROGRESS REPORT******(Under Section 24)***  |
|  |

 |

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

|  |  |  |
| --- | --- | --- |
| Project Name |  |  |
| ProjectManager |  |  |
| 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 |  |  |  |  |