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| --- | --- |
| Company Name: |  |
| Project Number: |  |
| Company Contact Name: |  |
| Contact Email Address: |  |
| Document Date: |  |
| Service Provider Company Name: |  |
| Consultant Name: |  |
| External Trainer Company Name: |  |
| External Trainer Course Name: |  |

# Progress Report

## Project Objectives

What did you want out of the project?

## Project Activities

List the activities/training courses carried out/attended with the Service Provider(s) and link to the objectives.

## Key Challenges

List the risks/challenges encountered and how/whether they were overcome.

## Opportunities Identified

List the opportunities identified as a result of the consultancy/training and possible actions to take that will address/develop them. Where actions have being taken on items identified, please outline these as well.

## Action plan

*Please provide a brief overview of suggested next steps for the company, detailing short, medium, and long-term actions. This section of the document should act as a roadmap to address the challenges/opportunities discussed during the assignment, in a structured and timely manner.*