

Business Project Report Form

Project Name: _____

Project Manager: _____

Department/Division: _____

Date of Submission: _____

1. Project Summary

- Purpose and Goals:

- Target Completion Date: _____

2. Milestones Achieved

Milestone	Target Date	Completion Date	Status

3. Resource Allocation and Budget

- Total Budget Allocated: _____
- Expenditures to Date: _____
- Resource Adjustments Made:

4. Project Impact and ROI (Return on Investment)

- Estimated Impact on Business Objectives:

Project Manager's Signature: _____ **Date:** _____

Department Head's Approval: _____ **Date:** _____