|  |  |
| --- | --- |
| Company Name: |  |
| Project Number: |  |
| Company Contact Name: |  |
| Contact Email Address: |  |
| Website Address: |  |
| Document Date: |  |
| Service Provider Company Name: |  |
| Consultant Name: |  |

# Progress Report

## Project Objectives

What did you want out of the project?

## Project Activities

Describe the high-level activities (internal projects) carried out to date, building on work done in any previous claim.

There is no need to list the names of those who worked on each project as that information is captured in the Claim cost workbook. Insert illustrative diagrams, charts or photos where possible of the work – before and after.

## Impact on Company

List the impact on processes, management and employees.

## Future Digital Marketing Plans

Post implementation changes or goals for the company.