

Weekly Progress Report

IES College of Technology



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About Training:

Name of Student:			
Enrollment No.			
Department:		Year & Semester	
Title of Training			
Starting Date	DD/MM/YYYY	Ending Date	DD/MM/YYYY
Name of Training Company			
Name and Contact Details of Training Manager			
Training and Placement Office			

Weekly Report:

Title of Training			
Reporting Week	From DD/MM/YYYY to DD/MM/YYYY		
Role in Training			
Date		Submitted To-	
Important Work Carried during the Week-	1. a 2. b 3. c		
Week No.		Percentage of Work Completed	

1. Targets Achieved in Last one Weeks

List all what you have achieved for last 1 weeks and make sure to give description in more prescribed form that matches the information given in project plan so that reasons for any variations may be determined and proper. You can give this information in bulleted format.

2. Outputs of Project

Provide a summary of all outputs of last one weeks.

3. Training Related Issues

Provide information about issues that came in the way for completion of Training. Give proper information about nature of issues, who dealt with the issues and what has been done.

4. Risk Analysis

Provide information about status of any risks related to Training and describe what damages these risks could impose on project and up to how much extent these risks were controlled. Don't forget to give information about the risks that are not yet resolved.

5. What to Achieve in Next Weeks

At the end enlist all goals to be achieved for next 3 weeks or more to keep all concerned people on a track.

1st Reviewer Name & Signatures

2nd Reviewer Name & Signatures

Grading By 1st Reviewer

Grading By 2nd Reviewer