



Project progress report

A fictional review update for a service website

Example status: the content structure is ready for review. The next useful decision is to confirm the service names before the draft pages are completed.

Work area	Sample status	Evidence or next step
Page structure	Ready for review	Draft page list and navigation outline.
Service copy	Decision needed	Confirm the names and purpose of each service.
Project images	Awaiting material	Supply suitable images and permitted usage.
Enquiry route	Planned	Test the agreed form and reply destination before release.

What changed in this example

The initial list of services was grouped into a clearer reading order. The draft now places a relevant work example beside each service, so a visitor can see what the business can help them produce.

Decision for the next review

The example business owner needs to confirm the service names and choose the images that can appear publicly. Until those inputs are agreed, the affected pages remain drafts.

Next work

Update the copy after the decision, place the selected imagery and review the enquiry journey. If the priorities change, record the revised scope and its effect on the remaining work before proceeding.

Review reference [Add reference] Prepared by [Add name]

Next check-in [Agree a date] Decision owner [Add name]

All statuses and events on this page are invented to demonstrate the report format. They are not results or delivery claims for a real project.