Virtual Team and Individual Project and Review Template

Use this free template to help you review your team. Great for weekly team goals, HR reviews, monthly reviews, progress for new hires, etc.

DATE:

- [ ] NAME:
- [ ] TITLE:
- [ ] ROLE/RESPONSIBLILITES:

CURRENT PROJECT(S):

- [ ] PROGRESS:
- [ ] ONTRACK:
- [ ] OBSTACLES:
- [ ] REMAINGING TASKS:
  - [ ] 1:
  - [ ] 2:
  - [ ] 3.

QUESTIONS/CONCERNS:

- [ ] 1:
- [ ] 2:
- [ ] 3:

NEW INFORMATION/UPDATES:

- [ ] 1:
- [ ] 2:
- [ ] 3:

POSITIVE ACHIEVEMENT:

- [ ] 1:
- [ ] 2:

ADDITIONAL NOTES:

- [ ] 1:
- [ ] 2:
- [ ] 3:

NEXT STEPS:

- [ ] 1:
- [ ] 2:
- [ ] 3: