

MONTHLY PROGRESS REPORT

Sample monthly report

Blank template – 4 pages

NINE SECTIONS · EVERY CLAIM LINKED · PLAIN ENGLISH

CLIENT BRAND

[Your brand name — exactly as your Brand Truth File records it]

PLAN · MONTH

[Plan name] · Month [N] of [M]

REPORT PERIOD

[1–30 Month 2026]

PREPARED BY

ProminAI by StartupFeed · with every deliverable linked in your portal

SAMPLE TEMPLATE — NO CLIENT DATA

Every [bracketed] field is filled with your data in a real report. Sample entries are marked as sample. Nothing in this template is a claim about any client, programme or outcome.



P R O M I N A I . S T A R T U P F E E D . I N

IF IT CANNOT BE CLICKED, IT DOES NOT COUNT.

SAMPLE — BLANK TEMPLATE

01Executive summary

five plain-English sentences — no adjectives doing the work of evidence

What was delivered this cycle ...

What was observed on the platforms ...

What changed against the baseline — and what did not ...

What is blocked, and by whom (including us) ...

What happens next, with dates ...

02Completed work

the same list your portal dashboard counts

DELIVERABLE	DATE	STATUS
e.g. Authority article #2 drafted, approved and published	[date]	Published

03Published links

every URL live at the time of sending — click each one

#	ASSET	LIVE URL	PUBLISH DATE
1	e.g. "How buyers choose a [category] partner"	[clickable live link]	[date]

SAMPLE — BLANK TEMPLATE

04Mention count

verified means live + clickable — planned work never counts

[]

verified cumulative mentions of [] plan total

VERIFIED = LIVE LINK

This figure always equals your portal's mention tracker on the report date — never a different number.

05AI-question observations

verbatim, dated — never a score

QUESTION	PLATFORM	CHECKED ON	OBSERVATION (VERBATIM)
e.g. "Best [category] in [city]?"	[platform]	[date]	"[exactly what the platform returned]"

No visibility score appears anywhere in this report. We don't sell one, and implying one exists would misrepresent how these platforms work. You get the observation itself — dated and re-checkable.

06Competitor observations

who appeared for the same questions — both directions, honestly

COMPETITOR (AS NAMED BY THE PLATFORM)	WHERE AND HOW IT APPEARED	CHANGE VS LAST MONTH
e.g. [competitor A]	named for 2 of your tracked questions on [platform]	appeared (new)

SAMPLE – BLANK TEMPLATE

07 Information gaps

what the platforms still cannot establish about you

Gap: ... – addressed by: [planned deliverable, with its month]

Gap: ... – addressed by: ...

Gap: ... – addressed by: ...

Gap: ... – addressed by: ...

08 Next actions

always split in two – a report with no client action describes a service you are not part of

YOUR TASKS • ALWAYS AT LEAST ONE

[] e.g. approve draft #3 – by [date]

[] ...

[] ...

[] ...

PROMINAI TASKS

[] e.g. publish approved article #3 – by [date]

[] ...

[] ...

[] ...

09 Limitations

fixed wording – printed on every report, every month

What this report can tell you: that every deliverable listed is live at the linked URL, and that the quoted platform responses were returned on the dates stated.

What it cannot tell you: how any platform will answer tomorrow, for another user, in another city.

AI platform responses vary and are not controlled by ProminAI. Nothing here is a promise of rankings, citations, leads or sales – anyone who promises those is describing a platform they do not own.

Every claim above is clickable in your portal – today, not just on report day.

PORTAL: [PROMINAI.STARTUPFEED.IN/PORTAL/](#) • QUESTIONS: [REPLY TO THIS REPORT – ONE WORKING DAY](#)