# Status Report

|  |  |  |  |
| --- | --- | --- | --- |
| *Your project number and team name* | | | |
| **Date:** | *DD/MM/YYY* | **Report for Week:** | *<week #>* |
| **Client:** | *<name>* | | |
| **Supervisor**: | *<name>* | | |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**

## Tasks Completed This Period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Owner** | **Task Description** | **Estimated Hours** | **Actual Hours** | **Status** |
| *<team member>* | *<description>* | *XX* | *YY* | *<status>* |
| *<team member>* | *<description>* | *XX* | *YY* | *<status>* |
|  |  |  |  |  |
|  |  |  |  |  |
|  | *Add rows as required* |  |  |  |

## Tasks Planned but Not Completed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Owner** | **Task Description** | **Estimated Hours** | **Actual Hours** | **Status** |
| *<team member>* | *<description>* | *XX* | *YY* | *<status>* |
| *<team member>* | *<description>* | *XX* | *YY* | *<status>* |
|  |  |  |  |  |
|  |  |  |  |  |
|  | *Add rows as required* |  |  |  |

## Tasks for Next Period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Owner** | **Task Description** | **Estimated Hours** | **Planned Completion Date** | **Status** |
| *<team member>* | *<description>* | *XX* | *DD/MM/YYY* | *<status>* |
| *<team member>* | *<description>* | *XX* | *DD/MM/YYY* | *<status>* |
|  |  |  |  |  |
|  |  |  |  |  |
|  | *Add rows as required* |  |  |  |

## Things the Team Supervisor Needs to Know

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Potential Impact** | **Next Steps** |
| *<text>* | *<text>* | *<text>* |
|  |  |  |
| *Add rows as required* |  |  |