|  |
| --- |
| **Status Key** |
| On track |
| Potential risk |
| Roadblock |

Project Name -Client

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**: dd/mm/yyyy | **Week**: week n |  | **Presenter**: name of presenter |
| **Overall Status** | On track | **Summary** | Summarise the overall status and highlights |
| **Project Components** | | | |
| **Component** | **Status** | **Owner** | **Notes** |
| Scope | Complete using key |  |  |
| Resources |  |  |  |
| Schedule |  |  |  |
| Budget |  |  |  |
| Risks |  |  |  |
| Roadblocks |  |  |  |
| Other |  |  |  |

# Progress Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed this week incl. owner** | **Owner** | **Planned for next week** | **Owner** |
|  |  |  |  |
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