# Weekly Project Status Report

## <Project Name>

**Week Ending: <Date>**

**Project Status Summary**

*[This section provides a quick executive overview of the status of the project. It is intended for high level management so it should not get too much into the details of the project. However, it should highlight anything specific which should be brought to their attention]*

## Work Completed Last Week

[In this section you should provide a highlight of work performed and milestones and/or deliverables met during the past week.]

## Work Planned For Next Week

[Provide an overview of the work being performed during the next week and any milestones or deliverables you expect to meet.]

## Open Issues

[This section should contain a list of open issues along with their status and how they will be resolved.]

## Open Risks

[This section should contain a list of all open risks (risks which have occurred, or are on the verge of occurring) and how they will be resolved.]

## Deliverables and Milestones

*[This section is a quick table which shows the status of the project milestones and deliverables. The first column is for the name of the Milestone or Deliverable as it's in the project plan. Planned is the planned date according to the approved project plan, the forecasted is the date you expect and actual is the actual date the milestone was met or deliverable was delivered. The status is a simple one or two word status such as; completed, on schedule, behind schedule, accepted, etc.]*

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| --- | --- | --- | --- |
| Milestone | Planned Completion Date | Actual Completion Date | Status |
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## Open Change Requests

Use this section to track all changes to the project and report the status of those changes. Tracking of changes starts with the request for the change, tracks the approval status and ends when the change is added to the project, the project plan and schedule update and it has become a part of the project.

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| --- | --- | --- | --- |
| Change Request Description | Request Date | Current Status | Reasoning |
| [Add xyz  renovation] | [3/14/2024] | [In Review by  Project Manager/ Contracting  Officer] | [New classroom space needed] |
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|  |  |  |  |
| [Add upgraded  mechanical  system] | [2/17/2024] | [Approved and sent  to designer for drafting] | [Additional square footage requires upgraded Air Conditioner] |
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