[Client]  
[Project Description/Title]

Weekly Project Status Report

**[Period (e.g., January 5-9)]**

|  |  |
| --- | --- |
| Hours Update | |
| Weekly Hours | **0** |
| Category #1 | 0 |
| Category #2 | 0 |

Tasks Completed

[Category #1] – 0 Hours

**[Task #1]**

[Task details—what was accomplished]

**[Task #2]**

[Task details—what was accomplished]

[Category #2] – 0 Hours

**[Task #1]**

[Task details]

**[Task #2]**

[Task details]

Next Week

**[Task #1]**

[Task details—what you plan to work on]

**[Task #2]**

[Task details—what you plan to work on]