

Weekly Status Report

Weekly Status Report – Template

Project: Scholarship Management Portal

Week Ending: DD-MMM-YYYY

Project Manager / Delivery Lead: Name

Overall RAG Status:  Green /  Amber /  Red

1. Overall Status & Summary

Overall RAG: Green / Amber / Red

Summary (2–3 lines):

Short narrative on current status, key achievements, and any major concerns.

2. Accomplished This Week

- Bullet 1
- Bullet 2
- Bullet 3

3. Plan for Next Week

- Bullet 1
- Bullet 2
- Bullet 3

4. Top Risks / Issues (from RAID)

- **R/ID:** R1 / I1 / etc. – Short description – Impact – Current mitigation or action
- **R/ID:** ...
- **R/ID:** ...

5. Decisions Needed (Escalations / Approvals)

- **Decision / Topic:** Short description – **Owner:** Name – **Due By:** Date
- **Decision / Topic:** ...

6. Schedule / Budget Notes

- **Schedule:** On track / At risk / Off track – short note
- **Budget:** On track / N/A (internal capacity only) / At risk – short note

7. Metrics Snapshot

Metric	This Week	Notes
Story points planned / done		e.g., 12 / 10
Open defects (by severity)		e.g., 0 High, 2 Medium, 3 Low
Requirements items signed off		e.g., 80% of MVP requirements signed off
Release readiness checklist		e.g., “Too early / In progress / Ready”