


# 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”