

Project ##: <Project Title> – <Substream Title>

Weekly Status Report | DD/MM/YY

PROJECT DESCRIPTION

• xxx

KEY STATUS MESSAGES

xxx

PROGRESS TO DATE

Activities completed:

• xxx

UPCOMING ACTIVITIES & KEY OPEN ACTIONS

Outlook for next week:

• xxx

Key Open Actions:

• xxx

PROJECT MANAGER

Customer: <Name>

Delivery Partner: <Name>

OVERALL STATUS

LAST WEEK'S STATUS

KEY PLANNING MILESTONES

RAG / DATE

PROGRESS UPDATE

Work Item Description completed DD/MM/YY Insert Progress towards milestone completion

Business / E2E Requirement completed DD/MM/YY Insert Progress towards milestone completion

High Level Design completed DD/MM/YY Insert Progress towards milestone completion

Development Plans completed DD/MM/YY Insert Progress towards milestone completion

Work Item Description update completed DD/MM/YY Insert Progress towards milestone completion

Low Level Design completed DD/MM/YY Insert Progress towards milestone completion

Design Stage Approval DD/MM/YY Insert Progress towards milestone completion

Test Plans completed DD/MM/YY Insert Progress towards milestone completion

[Insert Planning Milestone] DD/MM/YY Insert Progress towards milestone completion

[Insert Planning Milestone] DD/MM/YY Insert Progress towards milestone completion

[Insert Planning Milestone] DD/MM/YY Insert Progress towards milestone completion

RISKS / ISSUES

TYPE DESCRIPTION MITIGATION

R# or I# xxx xxx

R# or I# xxx xxx

R3 or I# xxx xxx

R#Key:

Complete

On Track

At Risk

Off Track

Not Started