**[Insert Project Name Here] Week [3**insert proper week number**]**

**Status Report – Week 3 Due Tuesday 5:30PM**

**Week [2 insert previous week number] task accomplishments (previous week):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task#** | **Task** | **Assigned to:** | **Estimated**  **Time** | **Actual**  **Time** | **% Completed** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Week [3insert proper week number] tasks:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task#** | **Task** | **Assigned to:** | **%Complete**  **(before task)** | **Estimated**  **Time** | **Estimated % Completion** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Notes ( Successes, Problems, New Risks):**

**Issue(s) blocking progress:**