**You have to complete this document every week.**

**PROJECT TITLE:**

**NAME: DATE:**

**WORK COMPLETED LAST WEEK**

In this section you should provide a highlight of work performed and milestones and/or deliverables met during the past week.

Describe why any planned work from last week was not completed.

**WORK PLANNED FOR NEXT WEEK**

Provide an overview of the work being performed during the next week and any milestones or deliverables you expect to meet.

List of tasks you plan to work on during the next week

**OPEN ISSUES**

This section should contain a list of open issues along with their status.

List of problems without solutions.

**DELIVERABLES AND MILESTONES**

Identify all milestones for each task. A task may have multiple milestones. Each task has associated deliverables. Complete the table for all your individual tasks.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Milestone | Planned | Actual |
|  |  |  |  |