Weekly Stakeholder Update (1-Page)

Free samples by Harish Raju • Agile + Technical Program Leadership

How to use

Send this every week at the same time. Keep it consistent. Stakeholders trust predictability.

Status snapshot

Section	What to write (keep it short)
Overall status	Green / Amber / Red + one-line reason
Highlights	2–3 wins or completed outcomes
This week focus	Top 3 priorities
Risks / Issues	Top 3 risks with mitigation + owner
Decisions needed	Decision + owner + due date
Next milestones	Milestone + date
Asks	What you need from stakeholders

One-line closing

Reply with questions or book a 15-min sync if any decision is needed this week.