**TSPi Weekly Status Report - Form WEEK**

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| Name |  | | Team | | | | | |  | | | | | | Instructor | | | | | | |  | | | | | | | | | |
| Date |  | | Cycle No. | | | | | |  | | | | | | Week No. | | | | | | |  | | | | | | | | | |
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| **Weekly Data** | | | | | | | | | |  | |  | | | | | |  | | | **Planned** | | | |  | | | **Actual** | | | |
| Project hours for this week | | | | | | | | | |  | |  | | | | | |  | | |  | | | |  | | |  | | | |
| Project hours this cycle to date | | | | | | | | | |  | |  | | | | | |  | | |  | | | |  | | |  | | | |
| Earned value for this week | | | | | | | | | |  | |  | | | | | |  | | |  | | | |  | | |  | | | |
| Earned value this cycle to date | | | | | | | | | |  | |  | | | | | |  | | |  | | | |  | | |  | | | |
| Total hours for the tasks completed this phase to date | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | | | |
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| **Team Member Weekly Data** | | | |  | | **Hours**  **Planned** | | | | | | |  | **Hours**  **Actual** | | |  | | | **Earned**  **Value** | | | |  | | | **Planned**  **Value** | | | | |
| Team Leader | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
| Development Manager | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
| Planning Manager | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
| Quality/Process Manager | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
| Support Manager | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
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| Totals | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
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| **Development Tasks Completed** | | | |  | | **Hours**  **Planned** | | | | | | |  | **Hours**  **Actual** | | |  | | | **Earned**  **Value** | | | |  | | | **Planned**  **Week** | | | | |
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| Totals | | | |  | |  | | | | | | |  |  | | |  | | |  | | | |  | | |  | | | | |
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| **Issue/Risk Tracking** | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Issue/Risk Name | | | | |  | | Status | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Other Significant Items** | | | | |  | |  | | | | | | | | | | | | | | | | | | | | | | | | |
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**TSPi Weekly Status Report Instructions - Form WEEK**

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| **Purpose** | * Use this form to prepare the weekly status reports. |
| **General** | * Each team member completes this form every week showing work accomplished last week and plans for the next week. * Every week, the Planning Manager prepares a copy of form WEEK with a composite summary of the team's status and week's accomplishments. * Attach additional sheets if needed. |
| **Header** | * Enter your name and the instructor's name. * Enter the team name, cycle number, date, and week number. |
| **Weekly Data** | * Enter the total hours actually spent on the project this week and the hours planned for the week. * Also enter the actual and planned cumulative hours spent during this development cycle. * Enter the planned value and the actual earned value for the week. * Enter the cumulative planned value and cumulative earned value for the development cycle to date. * Enter the total planned and actual hours for the tasks completed on this development cycle to date. |
| **Team Member Weekly Data** | For each team member report   * Enter the total actual and planned time for each engineer. * Enter the engineer's planned and earned value for the week. * Enter the engineer's total planned and actual hours worked. |
| **Team Weekly Data** | For the composite team report   * Enter the total actual and planned time for the team. * Enter the team's planned and earned value for the week. * Enter the team's total planned and actual hours worked. |
| **Development Tasks Completed** | For the tasks completed this week:   * Enter the name of each task. * Enter the total actual and planned time for that task. * Enter the week number when it was planned. * Enter the earned value for the task. |
| **Issue/Risk Tracking** | * For the risks and issues tracked, summarize the status and any important changes this week. |
| **Other Significant Items** | * List any significant accomplishments or events during the week * Role examples could be coding standard completed, change control procedure approved, and so forth. * Development examples could be designing, coding, inspecting, or testing the various product elements. |