***Summary***

***What Happened Last Week***

* Tasks
* Deliverables
* Meetings
* Communications
* Decisions
* etc.

***What’s Happening This Week***

* Tasks
* Deliverables
* Meetings
* Communications
* Decisions
* etc.

***Overall Project Timeline Completion Status – 00% complete***

* Phase, Milestone, or Task: 00% complete
* Phase, Milestone, or Task: 00% complete

***Overall Budget Spent***

00% spent; 00% remaining*\* Note: you are tracking hours or dollars here.*

***Upcoming Tasks and Milestones***

|  |  |  |
| --- | --- | --- |
| **Task/Milestone** | **Target Date** | **Detail** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Action Items***

|  |  |  |  |
| --- | --- | --- | --- |
| **Action item** | **Owner** | **Due Date** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Project Risks, Issues, and Mitigation Plans***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project issue** | **Risk** | **Mitigation** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |