

Dear sir,

Below is the weekly report for my team:

**Progress Against Project Schedule**

- 5 tasks were completed last week.
- 8 tasks are due the next 2 weeks.

**Outstanding Issues/Obstacles Requiring Attention**

- Budget Constraint.
- Scope Creeps.

**Changes to Project Scope**

- 2 changes were made to the project.
- 1 change is pending approval from finance.

Best Regards,

Idris Abdulkareem