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