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| **Weekly Status Report** |
| **VIMS** |

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| **For the period from:** | |  | | | | **To:** |  | | |
| **From:** |  | | | **To:** |  | | | **Date of report:** |  |
| **Project/Department/Activity :** | | |  | | | | | | |

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| **Status** | | | | | | |
| **Only for Completed Activities** | | | | | | |
| **S.No.** | **Activity** | **Planned Date** | **Actual Completion Date** | **Effort** | |  |
| **Planned** | **Actual** | **Remarks** |
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| **Plan for next period from:** |  | **To:** |  |

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| **S.No.** | **Activity** | **Planned Completion Date** | **Remarks** |
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| **Issues and Concerns** | | | | |
| **S.No.** | **Issue/Dependencies/ Concern / Risk** | **Responsibility** | **Severity** | **Action** |
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| **Customer Complaints** | | | | | |
| **S.No.** | **Name** | **Description** | **Received On** | **Closed On** | **Remarks** |
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Read Me

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| --- | --- |
| Columns | Description |
| For the period From | Start date of the time period for which status report to be prepared. |
| To | End date of the time period for which status report has been prepared. |
| From | Designation of the person from whom the report is being sent |
| To | Designation of the person to whom the report is to be sent |
| Date of Report | Date on which the report was prepared. |
| Project | Name of the Project |
| Activity | The name of the activity. |
| Planned Date | Date on which the activity is planned to be completed. |
| Actual Completion Date | Date on which the activity is actually completed. |
| Planned Effort | The planned effort to complete the activity. |
| Actual Effort | The total effort to complete the activity. |
| Remarks | Comments if any. |
| Plan for next period from | Start Date for next time period for weekly status report. |
| To | End Date for next time period for weekly status report. |
| Planned Completion Date | Estimated date to complete the activities. |

**Issues and Concerns**

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| --- | --- |
| Columns | Description |
| Issue/Concern/Risk | Description of the issue or concern or risk. |
| Responsibility | The name of the team member responsible for closing the particular issue/concern/risk. |
| Severity | The severity of that issue/concern/risk. |
| Action | The action taken to close that issue/concern/risk. |

**Customer Complaints**

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| --- | --- |
| Columns | Description |
| Name | Name of the complaint. |
| Description | Description of the complaint. |
| Received On | Date on which the complaint is received. |
| Closed On | Date on which the complaint is closed. |
| Remarks | Comments if any. |

**Document Information**

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| **Reference** | **Weekly Status Report** | **Version No.** | **2.5** |
| **Author** | **Vikram Thangaraju** | **Designation** | **Sr. Manager-PMG** |
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**Document Amendment Record**

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| **SL.No** | **Rev. From** | **Rev. To** | **Date of Change** | **Changes Done by** | **Changes Reviewed by** | **Changes Approved by** | **Changes Made** |
| 1 | Draft | 1.0 | 28-Apr-2006 | Rajkumar Manda | Bhanu Kishore | Aseervadam Gandham | Initial template prepared |
| 2 | 1.0 | 1.1 | 19-Aug-2009 | Rajkumar Manda | Bhanu Kishore | Aseervadam Gandham | Updated the template as per the new format |
| 3 | 1.1 | 2.0 | 22-Jan-2010 | Venkat | Bhanu Kishore | Aseervadam Gandham | Updated as per the security requirements |
| 4 | 2.0 | 2.1 | 25-Nov-2010 | Venkat | Bhanu Kishore | Aseervadam Gandham | Updated the footer across the document |
| 5 | 2.1 | 2.2 | 26-Aug-2016 | SudheerJ | Vikranth | Rajeshwari Reddygari | Updated with ISO13485 requirements |
| 6 | 2.2 | 2.3 | 2-sep-2016 | Sudheer J | Vikranth | Rajeshwari Reddygari | Updated to new documents |
| 7 | 2.3 | 2.4 | 13-Sep-2017 | Sudheer J | Vikram T | Rajeshwari Reddygari | Updated with footer |
| 8 | 2.4 | 2.5 | 13-Sep-2019 | Lavanya V | Vikram | Murthy PS | Updated to the new template |