Weekly Status Report

|  |  |
| --- | --- |
| Name: |  |
| Week Ending: |  |
| Submitted to: |  |

**Accomplishments for This Week:**

| **Project** | **Activity** |
| --- | --- |
| Project X | * E*xampl*e: Completed testing of modification xxx …. * E*xampl*e: Corrected website error yyy – |
| Project Y |  |
| Project Z |  |

**Accomplishments Planned for Next Week:**

| **Project** | **Activity** |
| --- | --- |
| Project X | * E*xampl*e: Apply modification xxx to * E*xampl*e: Complete coding of …. |
| Project Y |  |
| Project Z |  |

**Current Issues:** *(items in dispute or negative risks that are realized)*

| **Affected Project** | **Description of Issue** | **Resolution Plan** |
| --- | --- | --- |
| Project X | E*xampl*e: The requirements for modification are unclear |  |
| Project Y | none | * N/A |
| Project Z | none | * N/A |

**Potential Risks:** *(could happen, but have not)*

| **Affected Project** | **Description of Risk** |
| --- | --- |
| Project X | None |
| Project Y | E*xampl*e: Slippage of project xxx may impact the availability of testing resources for this project. |
| Project Z | none |

**Observation of Excellence:**

| **Name of Colleague** | **Description of Above & Beyond Activity** |
| --- | --- |
| Name *of person who you observed (not you) going above and beyond* duty | What *they did and why it you consider it above and* beyond. |

**Other:**

|  |
| --- |
| * E*xampl*e: I will be out of the office on vacation from February 9-13 |