Weekly Status Report

«cust\_name»|«location»|«sow»

«date\_start»—«date\_end»

# «summary»

# Project Status

|  |  |  |
| --- | --- | --- |
| Schedule | Resources | Scope |
|  |  |  |
|  **Green**: On track with minor issues or concerns to on-time delivery with the expected functionality, scope, and resources performing at the required level of quality | | |
|  **Orange**: Major issues or a continuous stream of lesser issues jeopardizing delivery timelines with expected functionality and performance at the required level of quality | | |
|  **Red:** Issues extending the project timeline, reducing expected functionality, or resulting in unacceptable quality | | |

# Tasks

| Dates | SOW number | Task | Details | Percent complete |
| --- | --- | --- | --- | --- |
| «task\_dates» | «sow\_number» | «SOW\_label» | «task\_description» | «percent\_complete» |

# Issues

*Note any potential or observed issues which have impacted or could impact project delivery (e.g., servers not purchased, no ownership of Splunk). Issues are categorized as* Blocker*,* High, Medium*, and* Low*.*

| Status | Description | Remediation | Support case no. | Owner | ETR |
| --- | --- | --- | --- | --- | --- |
| «issue\_status» | «description» | «remediation» | «support\_case\_number» | «owner» | «etr» |

# Recommendations and Next Steps

*Suggestions, recommendations, new data sources, opportunities, next steps.*

| Item | Details | Owner |
| --- | --- | --- |
| «recommendation\_item» | «details» | «owner» |

# Project Schedule

| Week | Start date | End date | Hours completed |
| --- | --- | --- | --- |
| «project\_week» | «start\_date» | «end\_date» | «hours\_completed» |

# Contacts

| Name | Email | Role | Phone | Location |
| --- | --- | --- | --- | --- |
| «contact\_name» | «contact\_email» | «contact\_role» | «contact\_phone» | «contact\_location» |