Weekly Report for Week Ending <Date>

<Project Name>

<Team members>

# Status Summary

* e.g. – delivered first prototype (basic UI capability)

## Top Highlights

* e.g. – met with mentor and resolved networking issue

## Top Lowlights

* e.g. – mentor was out of town last week so we couldn’t hold our design review

# Accomplishments vs. Plan

* Plan – complete abc
  + Owner:XXX
  + (status – e.g. completed coding but didn’t finish testing abc)
* Plan – complete bcd
  + Owner: XXX
  + (status – e.g. completed bcd and held a review)
* Etc.

# Goals for Next Week

* Complete abc (testing and review)
  + Owner: XXX
* Complete cde
  + Owner: YYY
* Etc.

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Risk** | **Owner** | **Probability/ Priority** | **Impact** | **Trigger** | **Recommendation / Resolution** |
| R001 | Resolved | e.g., Are unable to receive updated data set | Team | 20% / High | Might cause a bottleneck in overall project | Need decision in  2 weeks | In case of impending bottleneck, will contact sponsor ahead of time and inform them of the situation |
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## Issues

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Status** | **Issue** | **Owner** | **Due Date** | **Impact** | **Recommendation / Resolution** |
| I001 | Resolved | e.g., Standardize our code and comments | Team | 1/31/2014 | Issue will compound and will take longer to fix if left unchecked | Get code and comments fixed on 1/29/2014 as a team |
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| **Project Success Indicator** | 2/1/2013 | 2/8/2013 | 2/15/2013 | 2/22/2013 | 3/1/2013 | 3/8/2013 | 3/15/2013 | 3/22/2013 | 3/29/2013 | 4/5/2013 | 4/12/2013 | 4/19/2013 | 4/26/2013 | 5/3/2013 |
| Planned milestone events are being met |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget is under control |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality control results are within specifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change control process indicates minimal requests for change |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project resources are being supplied per schedule and skill levels are adequate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project team appears to be cohesive and reasonably happy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Users seem satisfied with progress of the work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Top management remains visibly supportive of the project goals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Third-party vendors are delivering quality items on schedule | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Risk events are under control and nothing unusual is appearing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project training program is progressing according to plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Relationships with support groups appear to have no identifiable issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

In each cell say OK or put a number for a note that you add below.

Note 1: