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| Project Title: |  |

Weekly Status Report

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| INSTRUCTIONS:  Add basic details about your project to quickly align stakeholders. |

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| 1 | Project Details | |
| Week Ending: | |  |
| Project ID: | |  |
| Project Manager: | |  |
| Project Summary: | |  |

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| INSTRUCTIONS:  Document progress toward goals in the form and time and budget. |

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| 2 | Project Progress | |
| Project Start Date: | |  |
| Project End Date: | |  |
| % Complete: | |  |
| Overall Budget Spent: | | xx% spent; xx% remaining |

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| INSTRUCTIONS:  Document the status of each task to understand which tasks are on track for completion and which might need additional attention. |
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| 3 | Task Status | | |  | |
| Last Week’s Events | |  |
| Task | | Status | Completion Progress | | Notes |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |
|  | | Choose an item. | xx% | |  |

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| This Week’s Events |  | | |
| Task | Status | Completion Progress | Notes |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |
|  | Choose an item. | xx% |  |

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| INSTRUCTIONS:  Identify any issues and risks; then, determine ways to mitigate them to continue moving forward. |

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| 4 | Key Issues, Risks and Mitigation Plans | | |
| Project Issue | | Project Risk | Mitigation Plan |
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