**WEEKLY PROJECT STATUS REPORT**

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| --- | --- | --- | --- |
| **Project Name** |  | **Project Code** |  |

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| --- | --- | --- | --- |
| **Project**  **Manager** | **Date Of**  **Status Entry** | **Period**  **Covered** | **Projected Date**  **Of Completion** |
|  |  |  |  |

**Project Status This Week**

|  |  |
| --- | --- |
| **Overall Project Status** | **Roadblock / Overage | Potential Risks / Delays | On Track** |

**Summary**

Enter information here about the overall status and highlights: “Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal.”

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**Milestones**

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**Project Components**

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| --- | --- | --- | --- |
| **Component** | **Status** | **Owner / Team** | **Notes** |
| Budget | Over  –  Under  –  On |  | Call out highlights: *"Exceptional work," "Solved problems, as well as issues, including establishing ownership of fixing trouble spots."* |
| Resources | Roadblock / Overage  –  Potential Risks / Delays  –  On Track |  | New developments, new team members, etc. |
| Timeline | Roadblock / Overage  –  Potential Risks / Delays  –  On Track |  | On track to final launch date |
| Scope | Roadblock / Overage  –  Potential Risks / Delays  –  On Track |  |  |

**Work Accomplished**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Description** | **Owner / Team** | **Reception** |
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**Risks and Roadblocks**

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| --- | --- | --- | --- |
| **RISK NO.** | **DESCRIPTION** | **OWNER / TEAM** | **FIX** |
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**Highlights and Key Takeaways**

Bullets of great work, who owns what, where teams are pivoting, feedback received during the week, etc.

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**Upcoming Work**

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| **WEEK NO.** | **STATUS** | **DETAILS** |
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|  |  |  |

**Overall Project Progress Timel**

**CURRENT TIMELINE POSITION**

**00/00/0000**

ROADBLOCK 2

Details

ROADBLOCK 1

Details

MILESTONE 4

Details

MILESTONE 5

Details

MILESTONE 3

Details

MILESTONE 1

Details

MILESTONE 2

Details

PROJECT START DATE

00/00/0000

**PROJECT END DATE**

**00/00/0000**