Weekly Progress Report

Report Week	_____
Prepared By	_____
Project/Team	_____
Date	_____

1. Highlights of the Week

- _____
- _____
- _____

2. Tasks Completed

1. _____
2. _____
3. _____

3. Tasks In Progress

1. _____
2. _____

4. Risks & Issues

- _____
- _____

5. Plans for Next Week

1. _____
2. _____

6. Additional Comments

_____

Important Notes

- This document provides a concise weekly summary of progress and issues.
- It helps keep stakeholders informed and aligns team members.
- Be specific and clear in listing tasks and risks.
- Regular updates support accountability and project visibility.
- Keep the report brief and focused on key outcomes.