

# Weekly Status Update

Project Name:

Reporting Period:

Prepared By:

Date:

## 1. Highlights This Week

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 2. Completed Tasks

Task	Owner	Completion Date	Comments
_____	_____	_____	_____
_____	_____	_____	_____

## 3. Planned Tasks For Next Week

Task	Owner	Planned Completion	Comments
_____	_____	_____	_____
_____	_____	_____	_____

## 4. Issues & Risks

Issue / Risk	Impact	Action	Status
_____	_____	_____	_____
_____	_____	_____	_____

## 5. Other Notes

- \_\_\_\_\_
- \_\_\_\_\_

### Important Notes:

- Be concise and specific in your updates.
- Highlight major achievements and blockers.
- Update the status regularly for transparency.
- Flag critical issues needing attention from stakeholders.
- Keep historical copies for tracking project progress.

