

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.

