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**<Project name>**

Weekly Project Status Report

Project name

Week Ending: <Weekday, Month Day, year>

|  |  |
| --- | --- |
| **Prepared By:** |  |
| **Date Prepared:** |  |

Accomplishments this Week

* Item 1
* Item 2
* Item 3

Plans for Next Week

* Item 1
* Item 2
* Item 3

Key Issues, Risks & Concerns

| **Item** | **Action/Resolution** | **Responsible** | **Completion Date** |
| --- | --- | --- | --- |
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Status

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| --- | --- | --- | --- | --- |
| **Overall** | **R** | Y | **G** | General or summary status report. |

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| --- | --- | --- |
| Schedule | **R** |  |
| Resources | **Y** |  |
| Scope | **G** |  |

Schedule

| **Stage** | **Target Completion** | **Revised Completion** | **Comments** |
| --- | --- | --- | --- |
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Status.net collects data regularly with scheduled auto reminders. Run powerful reports with export and print features.

[Click here to try it now for free](https://app.status.net/g/signup/plus/?utm_source=templ&utm_medium=weekly-project-report).