**(Project Name)**

**Weekly Status Report**

**For week ending MM/DD/YYYY**

**Project Manager:**(Name)

|  |  |  |  |
| --- | --- | --- | --- |
| Milestones  | **Planned Dates**  | **Actual Dates**  | **Comments**  |
| (example – Kickoff meeting)  | (MM/DD/YYYY)  |  |  |
| (example – Initial Prototype Review)  | (MM/DD/YYYY)  | (MM/DD/YYYY)  | (Delayed due to xyz….)  |
|  |  |  |  |

## Accomplished this week

|  |
| --- |
| **(Task)**  |
| **(Task)**  |
| **(Task)**  |
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## Planned for next week

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| --- |
| **(Task)**  |
| **(Task)**  |
| **(Task)**  |
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## Issues / Risks Identified

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| --- |
| **(Description)**  |
| **(Description)**  |
|  |