**(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

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