

Weekly project status

THE WEEK'S POSITION

A blank reporting template. Adapt the level of detail to your project.

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REPORT DETAILS

Project

Report date

Project lead

Sponsor

Overall status

Committed completion date

Current forecast and assumptions

WHAT CHANGED SINCE THE LAST REPORT

Completed and accepted

New delays or scope changes

Effect on the completion date

Weekly project status

MILESTONES AND DECISIONS

Include the next few deliverables and decisions that need attention.

NEXT MILESTONES

Deliverable	Owner	Due date	Dependency	Acceptance evidence

DECISIONS NEEDED

Decision	Decision maker	Needed by	Effect of waiting

Weekly project status

RISKS, BUDGET AND FOLLOW-THROUGH

Record the next action for each issue and the commitments before the next review.

RISKS AND ISSUES

Item	Impact	Action	Owner	Review date

BUDGET

Approved budget

Spend to date

Forecast remaining cost

Variance and explanation

NEXT REPORT

Actions due before the next review

Next review date