|  |  |  |  |
| --- | --- | --- | --- |
|  | Company  Street Address, City, ST ZIP Code  Phone phone Fax fax | Logo placeholder |  |
| PRoject Weekly status report | | | | |
| Project Summary | | | | |
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|  |  |  |
| --- | --- | --- |
| Report Date | Project Name | Prepared By |
| Date | Project | Name |

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| Status Summary |
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To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

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| Project Overview |
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| --- | --- | --- | --- | --- |
| task | % Done | Due date | driver | notes |
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| --- |
| Budget Overview |
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| --- | --- | --- | --- | --- |
| category | spent | % of total | on track? | notes |
|  |  |  |  |  |
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|  |  |  |  |  |

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| --- |
| Risk and issue history |
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| --- | --- | --- |
| issue | ASSIGNED TO | DATE |
|  |  |  |
|  |  |  |
|  |  |  |

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| CONCLUSIONS/RECOMMENDATIONS |
|  |

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.