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| Project Weekly Status Report Format | Overall Status: **Status** |

# Project Name: Name

Date

|  |  |
| --- | --- |
| Status Code Legend |  |
| * On Track: Project is on schedule | * High Risk: At risk, with a high risk of going off track |
| * At Risk: Milestones missed but date intact | * Off Track: Date will be missed if action not taken |

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| The project is **Status** the week of Start Date - End Date, due to the following: | * To add a bullet for any status, on the Home tab, in the Styles gallery, select the name of the status of you need. * To replace any placeholder text (such as this) just tap it and start typing. * Additional status item. |
| Issues: | * Issue No. 1 * Issue No. 2 * Issue No. 3 |
| Milestones accomplished the week of Start Date - End Date: | * Milestone No. 1 * Milestone No. 2 * Milestone No. 3 |
| Milestones planned this week, but not achieved with variance: | * Milestone No. 1 * Milestone No. 2 * Milestone No. 3 |
| Milestones planned for next week: | * Milestone No. 1 * Milestone No. 2 * Milestone No. 3 |
| Areas/questions for discussion: | List/summarize topics here. |
| Last week’s issues forwarded to this week: | List/summarize issues here. |

# Contact Information

If you want to add any important info about the contacts that follow, you can do that here. If not, just select this placeholder and press Delete to remove it.

|  |  |
| --- | --- |
| **Client Project Manager**  Office: Office Phone  Mobile: Cell Phone  Email: Email | **Client Project Champion**  Office: Office Phone  Mobile: Cell Phone  Email: Email |

# Project Abstract

Add a brief project summary here.