

Weekly Status Report - <project name>

To:

cc:

From:

Date:

Subject: Status Report for Week Ending <mm/dd/yy>

Progress Against Project Schedule

- [Deliverables completed last week.]
- [Deliverables due the next 2 weeks. The work remaining for each.]

Outstanding Issues/Obstacles Requiring Attention

- [text ...]
- [text ...]

Changes to Project Scope

- [Actual changes approved]
- [Pending changes being reviewed]

Summary

Attachments

1. ____ Updated Project Plan at Deliverable Level
2. ____ Change Request
3. ____ Letters of Understanding