

Weekly Progress Report using Google Sheets

Track your project's development efficiently with a **weekly progress report** created in Google Sheets. This tool allows for real-time updates, collaboration, and clear visualization of milestones achieved. Enhance team productivity by maintaining organized and accessible weekly summaries.

Sample Weekly Progress Report Structure

Week	Date Range	Milestones Achieved	Tasks Completed	Challenges	Next Steps	Comments
Week 1	2024-06-03 to 2024-06-09	Project plan drafted	5/7 tasks	Resource allocation delays	Finalize plan, assign roles	Need team input by Monday
Week 2	2024-06-10 to 2024-06-16	Team roles assigned	7/7 tasks	Onboarding hiccups	Begin development phase	All on track

Benefits of Using Google Sheets

- Instant collaboration among team members
- Accessible from any device
- Easy to update and maintain
- Visualize progress with charts and conditional formatting
- History tracking for accountability

Getting Started

1. Open [Google Sheets](#) and create a new spreadsheet.
2. Set up the table structure as shown above.
3. Share the sheet with your team for collaborative updates.
4. Update the report at the end of each week.