

# Weekly Project Progress Report

**Date:** [Insert Week Ending Date]

**Project:** [Project Name]

**Prepared by:** [Your Name]

This **weekly project progress report** provides a detailed overview of completed tasks and achieved milestones, ensuring transparent communication among team members and stakeholders. It highlights critical updates, upcoming deadlines, and any potential risks to keep the project on track. Regular reporting fosters accountability and facilitates timely decision-making for successful project delivery.

## 1. Summary of Progress

[Brief summary highlighting overall progress and key achievements for the week.]

## 2. Milestones and Tasks

Milestone/Task	Owner	Due Date	Status	Notes
Finalize project requirements	Jane Doe	2024-06-07	Completed	Signed-off by client
Develop prototype	John Smith	2024-06-14	In Progress	On track, demo scheduled
Testing and feedback	Team	2024-06-20	Pending	To begin after prototype demo

## 3. Issues & Risks

- Potential delay** in receiving client feedback may impact next phase start.
- Resource constraint** due to team member leave next week.

## 4. Next Steps

- Complete prototype development and schedule internal review.
- Prepare for client demo and gather feedback.
- Begin testing phase pending client approval.

## 5. Upcoming Deadlines

Task	Owner	Due Date
Prototype demo	John Smith	2024-06-15
Submit test plan	Jane Doe	2024-06-17

*For questions or comments about this report, please contact [Your Email Address].*