

Weekly Project Status Report Template

The **weekly project status report template** provides a structured format to track progress, identify risks, and communicate updates effectively. It ensures transparency and accountability among team members and stakeholders. Using this template helps streamline project management and keep schedules on track.

Project Overview

Project Name	
Project Manager	
Reporting Period	
Report Prepared By	

Executive Summary

Progress Update

Task / Milestone	Status	Owner	Due Date	Comments

Key Risks & Issues

Risk/Issue	Impact	Owner	Mitigation / Resolution	Status

Next Steps

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Additional Notes