Weekly Project Progress Report Template

The **Weekly project progress report template** helps teams track milestones, deadlines, and deliverables efficiently. It provides a clear overview of completed tasks and upcoming priorities, ensuring timely project updates. This structured format enhances communication between stakeholders and project managers.

Project Name: _____

Project Manager: _____

Reporting Period: _____

Date Submitted: _____

1. Summary of Progress

Provide a brief summary of project status, key achievements, and overall progress this week.

2. Milestones and Deliverables

Milestone/Deliverable	Status	Due Date	Completion Date	Comments

3. Completed Tasks

-
-
-

4. Upcoming Priorities

-
-
-

5. Issues & Risks

Description	Impact	Owner	Status/Action Taken

6. Additional Notes