

Project Status Report for Week Ending:

Project Name:
Project Manager:

Program Name:
Prepared By:

Weekly Project Summary:

Enter a very brief summary of the project status, noting any key issues for the week. Comment on major deliverables completed; milestones reached and percent complete. Is project on time and within budget?

Example: First draft of functional specification signed off by R. Atkinson. Team started producing detailed design documents. Resources from the XYZ team will not be available till March. This could delay the project by 4 weeks if additional staff are not allocated by month end.

Project Performance Rating (Red/Yellow/Green) *Also known as Project Health*

Schedule	Quality	Scope	Budget

Key Milestones: *Should refer to major deliverables from WBS and Milestone Chart.*

ID	Title	Original planned completion date (this date should not change)	Current forecast completion date	Actual completion date
1	Description	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy
2	Description	dd-mmm-yy	dd-mmm-yy	dd-mmm-yy

Key Accomplishments:

Provide a brief list of key accomplishments for the past week. This could be in the form of a bulleted list.

Top Priorities for the coming week (2-5 items):

Priority #	Description	Individual responsible

Top 5 Risks for this Period

List the current high-risk issues, and identify them as type: Quality, Schedule, or Cost.

Risk ID	Risk Type	Description	Probability (L/M/H)	Impact (L/M/H)

Change Request History: *List current change requests to date and their resulting consensus and status*

CR ID#	Title or Description	Schedule change (if any)	Status (in review, agreed, withdrawn)	Comments

Miscellaneous:

Briefly document other issues that require action or attention (request for additional resources, logistical information, special comments, use of contingency funding, etc.)

Note: Attach or make reference to a high level Gantt Chart. A hyperlink is often effective.