

(Project Name)
Weekly Status Report
For week ending MM/DD/YYYY

Project Manager: (Name)

Milestones	Planned Dates	Actual Dates	Comments
(example – Kickoff meeting)	(MM/DD/YYYY)		
(example – Initial Prototype Review)	(MM/DD/YYYY)	(MM/DD/YYYY)	(Delayed due to xyz.....)

Accomplished this week

(Task)
(Task)
(Task)

Planned for next week

(Task)
(Task)
(Task)