WEEKLY PROJECT STATUS REPORT

Software Finder

PROJECT NAME		PROJECT CODE	

PROJECT MANAGER	DATE OF STATUS ENTRY	PERIOD COVERED	PROJECTED DATE OF COMPLETION

PROJECT STATUS THIS WEEK

OVERALL PROJECT STATUS	ROADBLOCK / OVERAGE	POTENTIAL RISKS / DELAYS	ON TRACK

SUMMARY

Enter information here about the overall status and highlights: "Regained lost time from last period;" "QA began two days earlier than anticipated;" "Delay in some client feedback, but minimal."

MILESTONES

PROJECT COMPONENTS

COMPONENT	STATUS	OWNER / TEAM	NOTES
BUDGET	OVER – UNDER – ON		Call out highlights: "*Exceptional work,*" "*Solved problems, as well as issues, including establishing ownership of fixing trouble spots.*"
RESOURCES	ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK		New developments, new team members, etc.
TIMELINE	ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK		On track to final launch date
SCOPE	ROADBLOCK / OVERAGE – POTENTIAL RISKS / DELAYS – ON TRACK		

WORK ACCOMPLISHED

TASK NO.	DESCRIPTION	OWNER / TEAM	RECEPTION

RISKS AND ROADBLOCKS

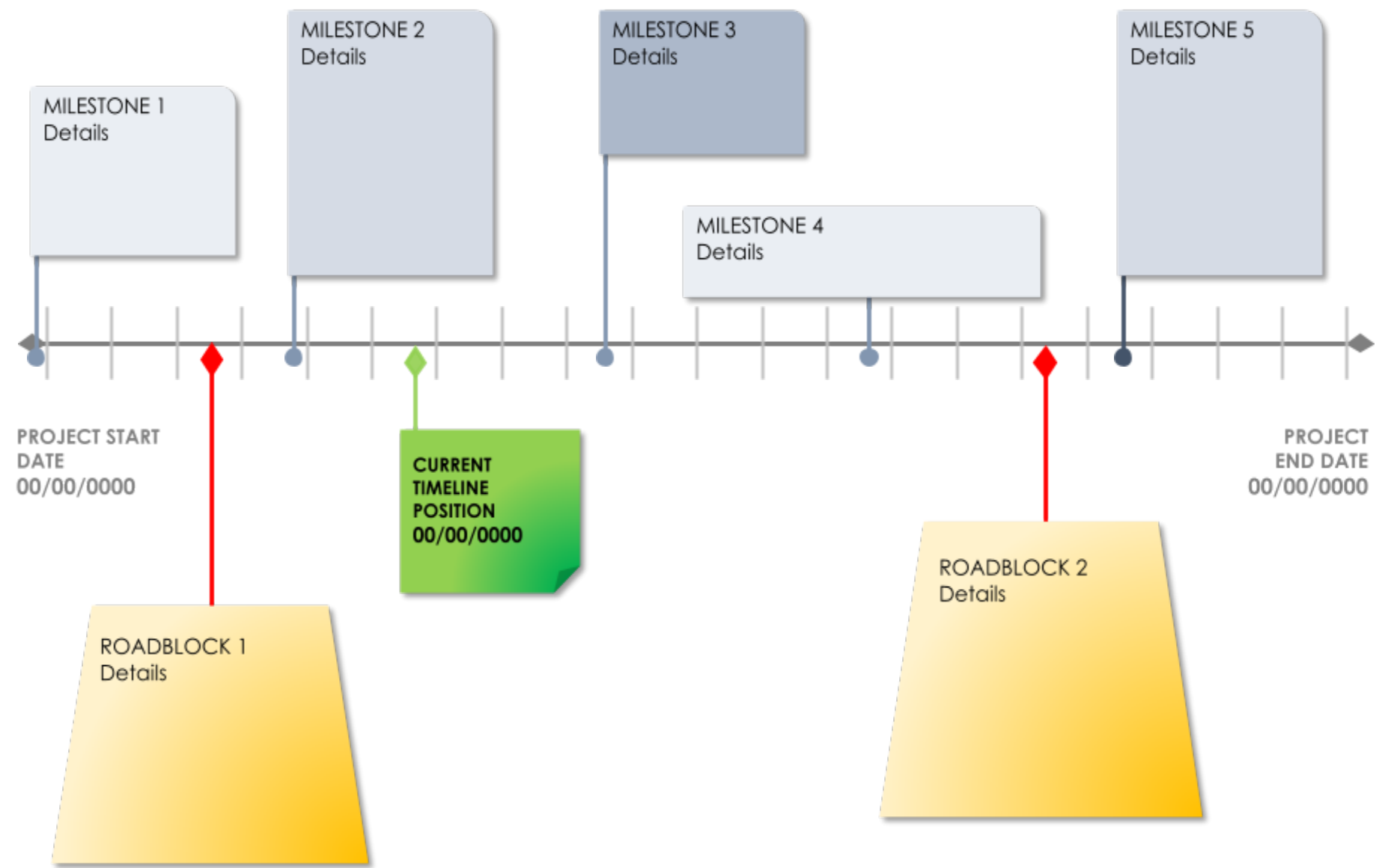| RISK NO.	DESCRIPTION	OWNER / TEAM	FIX

HIGHLIGHTS AND KEY TAKEAWAYS

Bullets of great work, who owns what, where teams are pivoting, feedback received during the week, etc.

UPCOMING WORK

WEEK NO.	STATUS	DETAILS

OVERALL PROJECT PROGRESS TIMELINE

MILESTONE 1
Details

MILESTONE 2
Details

MILESTONE 3
Details

MILESTONE 4
Details

MILESTONE 5
Details

PROJECT START
DATE
00/00/0000

CURRENT
TIMELINE
POSITION
00/00/0000

PROJECT
END DATE
00/00/0000

ROADBLOCK 1
Details

ROADBLOCK 2
Details

DISCLAIMER