

Weekly Project Status Report

(Note: This document used to communicate weekend status to project team and does not replace the weekly Status Meeting)

Client/Project Name:	
Author:	
Date Created or Time Period Covered:	

- 1. Progress against the Project Schedule this report period (Tasks worked on or major accomplishments for this report period.)

- 2. Goals and Plans for next Report Period:

- 3. Issues:

- 4. Concerns: