Weekly Status Report

[Team or department]

Week ending
[Month day, year]

Prepared by	[Name]	**Overall status**	[On track / At risk / Off track]

Summary

[Two sentences on how the week went.]

Completed this week

Item	Owner	Completed
[Item]	[Name]	[Date]
[Item]	[Name]	[Date]
[Item]	[Name]	[Date]

Planned for next week

Item	Owner	Due
[Item]	[Name]	[Date]
[Item]	[Name]	[Date]
[Item]	[Name]	[Date]

Risks and blockers

Risk or blocker	Owner	Help needed
[Risk]	[Name]	[What and from whom]
[Blocker]	[Name]	[What and from whom]

Decisions needed

[What leadership needs to decide, and by when.]