**Project Name**

Weekly Status Report

|  |  |  |
| --- | --- | --- |
| Reporting Period | Prepared By | Current Status |
| Month XX-XX, 2021 (Week X of X) | Project Manager Name | **On Track** |

## Project Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planning/ Prep** | **Phase 1:** **Group Name**  ***# of employees*** | **Readiness Check** | **Phase 2:** **Group Name**  ***# of employees*** | **Phase 3:** **Group Name**  ***# of employees*** | **Closure** |
| **Complete**  Month X - Month X  X weeks | **In Progress**  Month X - Month X  X weeks | Month X - Month X  X weeks | Month X - Month X  X weeks | Month X - Month X  X weeks | Month X - Month X  X weeks |

## Accomplishments

* Start with a verb (Example: “Completed the Project Charter”)
* X
* X

## In Progress

* Start with a verb (Example: “Working on the Communications Plan”)
* X
* X

## Next Steps

* Start with a verb (Example: “Schedule meeting with the Advisory Committee”)
* X
* X

## Risks/Mitigation

* Example: “Short timelines to complete the project – mitigation: hold daily Standups to ensure the project is on track”
* X
* X