

|  |  |
| --- | --- |
| Subject: | [SPECIFY THE PROJECT NAME] Weekly Status Report |
| Project Manager: | [SPECIFY PROJECT MANAGER NAME] |
| Project Status:  | [SPECIFY THE PERCENTAGE] (00%) Completion |
| Status Date:  | [SPECIFY COVERAGE DATES] (Weekly) |

**PROJECT MILESTONES**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | DELIVERABLES | MILESTONES | ACTION ITEMS |
| [SPECIFIC DATE] | [INSERT PROJECT ITEM] | [SPECIFY THE TASKS ACCOMPLISHED WITH DATE OF ACCOMPLISHMENT]  | [SPECIFY THE TASK WITH TARGET DATE OF ACCOMPLISHMENT]  |
| 10/15/25 | Design review | Peer review was successful and came up with improvements for the design (10/16/25) | Make sure that changes are implemented correctly (10/18/25) |

**Overall Project Status**

[INSERT CHART SHOWING PERCENTAGE OF PROGRESS]



**MITIGATION ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | ACTIVITIES | Owners | Target Date |
| [SPECIFY DATE] | [SPECIFY MITIGATION ACTIVITIES] | [SPECIFY NAMES] | [SPECIFY TARGET DATE OF COMPLETION] |

**Prepared by:**

[SPECIFY THE NAME AND SIGNATURE]

[SPECIFY DATE]