**Name: *<John Doe>***

**Week Ending: *<00/00/0000>***

**Project Name: *<Project Name>***

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| **Current Week’s Activities** |
| **Completed**   1. *<Completed Task>* 2. *<Completed Task>* 3. *<Completed Task>*   **In Progress**   1. *<Estimated Completion Date> - <In Progress Task>* 2. *<00/00/0000> - <In Progress Task>* 3. *<00/00/0000> - <In Progress Task>*   **Issues / Other**   1. *<enter issue>* |

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| **Next Week’s Activities** |
| **Planned**   1. *<Estimated Completion Date> - <Planned Task>* 2. *<00/00/0000> - <Planned Task>* 3. *<00/00/0000> - <Planned Task>*   **Risks / Other** |

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| **Last Week’s Activities** |
| **Completed**   1. *<Completion Date> - <Completed Task>* 2. *<00/00/0000> - <Completed Task>* 3. *<00/00/0000> - <Completed Task>* |

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| **Planned Offsite Dates** | |
| **Date(s) Out of Office** | **Reason** |
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