

# Weekly Status Report - <project name>

**To:**

**cc:**

**From:**

**Date:**

**Subject:** Status Report for Week Ending <mm/dd/yy>

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## ***Progress Against Project Schedule***

- [Deliverables completed last week.]
- [Deliverables due the next 2 weeks. The work remaining for each.]

## ***Outstanding Issues/Obstacles Requiring Attention***

- [text ...]
- [text ...]

## ***Changes to Project Scope***

- [Actual changes approved]
- [Pending changes being reviewed]

## ***Summary***

## ***Attachments***

1. \_\_\_\_ Updated Project Plan at Deliverable Level
2. \_\_\_\_ Change Request
3. \_\_\_\_ Letters of Understanding