Weekly Project Status Report Template

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Overview

Use this format to give stakeholders a clear update without writing a long report.

Who this is for

IT project managers, coordinators, and technical leads reporting to stakeholders.

When to use it

Weekly or at each steering checkpoint during active projects.

Template

```
Weekly Project Status Report

Project:
Reporting period:
Overall status: Green / Yellow / Red

Summary:
What changed this week?

Completed:
1.
2.
3.

In progress:
1.
2.
3.

Blocked:
1.
2.

Risks:
1.
2.

Decisions needed:
1.
2.

Next steps:
1.
2.
3.
```

```
Owner:
Date:
```

Closing note

A good status report should answer three questions: What changed, what is blocked, and what needs a decision?