

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?

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