

Weekly Status Report Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Report on the named week. Summarize work clearly and keep confidential information out of this form. Raise urgent blockers through the team's normal channel.

1. What is your name or agreed team identifier?

2. Which workstream are you reporting on?

3. What did you complete during this week?

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All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

4. What is the current status of this workstream?

- ☐ On track
- ☐ At risk
- ☐ Blocked
- ☐ Completed
- ☐ Not sure

5. What are your priorities for next week?

6. What is blocking progress, if anything?

7. What decision or help do you need, and by when?
