Weekly Status Report Template

A simple, repeatable format for sharing what got done, what is in progress, what is next, and what is blocked.

Name	[Name]
Team or project	[Team or project]
Week	[YYYY-MM-DD]
Manager or stakeholders	[Names]

Summary

[Two or three sentences on overall progress and status this week.]

Completed this week

[List the work finished this week, with outcomes or impact.]

In progress

[List work underway, with expected completion and percent done.]

Planned for next week

[List the priorities you plan to work on next.]

Blockers and risks

[List anything slowing you down, decisions needed, or risks to flag.]

Notes and asks

[Anything else to share, or specific help you need.]