Weekly Status Update

*This is a weekly report to keep all the major stakeholders up to date.*

# Project Name

Status Update - <from date> - <to date>

**Brief Project Description:**

## Project Status – [Green, Yellow, Red]

General indicator on the overall status of the project.

* Green means project is on schedule and there are no major issues.
* Yellow means the project is somewhat delayed and/or there may be some major risks at the current point.
* Red means the project is seriously at risk of being delayed and/or there are some major risks affecting the project and the entire project is at risk of failing.

What is the Road to Green if the project has gone into the yellow or red? Explain what steps are being taken to bring the project back on track and move it into “green”.

## Changes to Schedule

List any major changes that have been made to the project schedule. This could either be due to issues with the project or due to decisions of the pm and/or team.

## Last Week’s Accomplishments and Project Activities

List all of the tasks and targets reached since the last status update.

## This Week’s Planned Project Activities

List all of the tasks and targets that are scheduled to be completed before the next status update.

## Risks

Highlight any current risks to the project and any related slippage on the schedule.