Weekly Status Report - project name>

То:	
cc:	
From:	
Date:	
Subject:	Status Report for Week Ending <mm dd="" yy=""></mm>
Progress	Against Project Schedule
[Deliverables completed last week.]	
> [Deliv	verables due the next 2 weeks. The work remaining for each.]
Outstanding Issues/Obstacles Requiring Attention	
> [text]
> [text]
Changes to Project Scope	
➤ [Actu	al changes approved]
> [Pend	ding changes being reviewed]
Summary	
Attachments	
1	Updated Project Plan at Deliverable Level
	Change Request
3Letters of Understanding	