

Weekly Status Report

Consultant Name:	
Project:	
Client:	
For Week Ended:	

Deliverables in progress	Status	Date Due

I. Delayed Tasks and Other Critical Issues

List all tasks that should have been completed by today, but still remain open. For each one, give a good, descriptive reason why the task has not been completed. Also, for each one, provide a way that the lost time on the project can be made up, if possible

II. Problems, Issues and Concerns

List separately, with a complete description, each problem, issue or concern that could negatively impact the project.

III. Completed Tasks this past Week

List those tasks that were finished this past week.

IV. Activities Planned for next Week

Describe the activities planned for the following week.

V. Status Summary

This should be a short paragraph to paraphrase the overall status of the project. Include comments about the morale of the team or of the client, the net effect of any project obstacles, and some elaboration about whether the project completion date can be met early, on time, or will be delayed. Any other pertinent comments are welcome.