*{{For instructions on how to use this template, see* [*https://www.teamgantt.com/project-status-report-template*](https://www.teamgantt.com/project-status-report-template)*}}*



*{{Replace with your company logo}}*

Dear Client,

Put your introductory message here. Be sure to point out key conversation points or issues.

If you have a call scheduled to review this report, place the date, time, and meeting details here as well.

Thank you,

Your Name

***Summary***

***What Happened Last Week***

* Tasks
* Deliverables
* Meetings
* Communications
* Decisions
* etc.

***What’s Happening This Week***

* Tasks
* Deliverables
* Meetings
* Communications
* Decisions
* etc.

***Overall Project Timeline Completion Status – 00% complete***

* Phase, Milestone, or Task: 00% complete
* Phase, Milestone, or Task: 00% complete

***Overall Budget Spent***

00% spent; 00% remaining*\* Note: You are tracking hours or dollars here.*

***Upcoming Tasks and Milestones***

|  |  |  |
| --- | --- | --- |
| **Task/Milestone** | **Target Date** | **Detail** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Action Items***

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Owner** | **Due Date** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Project Risks, Issues, and Mitigation Plans***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Issue** | **Risk** | **Mitigation** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

