Details
Timeframe: Weekly

Project title: .....
Date: .....

Team Compass' Project Status Report

Overview

This Week's Progress:
Insert a summary of progress made this week

Next Week's Goals
Insert a summary of goals for the next week

Specifics

Key Accomplishments
Insert a bullet point list of key accomplishments for the week

Risks & Issues
Insert a list of any risks or issues that have arisen, along with plans for addressing them

Current Status
Insert a summary of the current status of the project

Next Steps
Insert a list of next steps for the project

Budget
Insert information on the current budget, including any changes from the previous week

Questions & Concerns
Insert a list of any questions or concerns that stakeholders may have