|  |  |  |
| --- | --- | --- |
| **Project:** <insert name> | **Report Date:** <insert date> | <Company Logo> |
| **Project Manager:** <insert name> | *Link to Project Site* | **Project Status:** On Schedule for <Date> |
| **Updates for the Week:**  |
| **Plans for next Week:** |
| **New Issues:**  |
| **New Risks:**  |
| **Total Budget:** | **Total Spent:** | **Budget Status** |
| **Upcoming due dates and milestones:** |