**WEEKLY STATUS REPORT EMAIL**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME |  |  | WEEK ENDING |
|  |  |  |
| PREPARED BY |  |  |
|  |
| OVERALL PROJECT STATUS SUMMARY |
|  |
|  |  |  |  |
| MILESTONES MET THIS WEEK |
|  |
| BUDGET STATUS |
|  |
| TIMELINE STATUS |
|  |
| RESOURCES STATUS |
|  |
| SCOPE STATUS |
|  |
| WORK ACCOMPLISHED |
|  |
| NEXT STEPS |
|  |
| ANTICIPATED RISKS |
|  |
| OTHER NOTES |
|  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |