**Name: *<John Doe>***

**Week Ending: *<00/00/0000>***

**Project Name: *<Project Name>***

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| **Current Week’s Activities** |
| **Completed**1. *<Completed Task>*
2. *<Completed Task>*
3. *<Completed Task>*

**In Progress**1. *<Estimated Completion Date> - <In Progress Task>*
2. *<00/00/0000> - <In Progress Task>*
3. *<00/00/0000> - <In Progress Task>*

**Issues / Other**1. *<enter issue>*
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| **Next Week’s Activities** |
| **Planned**1. *<Estimated Completion Date> - <Planned Task>*
2. *<00/00/0000> - <Planned Task>*
3. *<00/00/0000> - <Planned Task>*

**Risks / Other** |

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| **Last Week’s Activities** |
| **Completed**1. *<Completion Date> - <Completed Task>*
2. *<00/00/0000> - <Completed Task>*
3. *<00/00/0000> - <Completed Task>*
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| **Planned Offsite Dates** |
| **Date(s) Out of Office** | **Reason** |
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