

Weekly Project Report Form

Project Name: _____

Report for Week of: _____

Prepared by: _____

Date of Submission: _____

1. Weekly Summary

- Tasks Completed This Week:

2. Pending Tasks

Task	Due Date	Assigned To	Status

3. Issues and Challenges

- Describe any issues encountered and solutions or plans to address them:

4. Goals for Next Week

- Tasks Planned for the Following Week:

Submitted by: _____ Date: _____

Reviewed by (Supervisor/Manager): _____ Date: _____