

Weekly Report Template

Summarize one reporting week, the work completed, open issues, and the next actions. Replace blank lines with your own text.

Reporting period _____

Owner or team _____

Executive Summary

Summary _____

Accomplishments

Completed work	Outcome or evidence

Key Metrics

Metric	This week	Context or change

Work in Progress

Work item	Owner	Next step or target

Blockers and Risks

Issue	Impact	Help needed

Decisions Needed

Decision _____

Priorities for Next Week

Priority	Owner	Target

Support Needed and Notes

Support needed _____

Notes _____