***<<Project Name>> Status Report***

*Week Ending xx/xx/xx*

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| --- | --- | --- | --- |
| Overall Status | **Schedule** | **Issues** | **Risks** |
|  |  |  |

Executive Summary status narrative goes here

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| *Key Plans for Next Week* |

1. Key plans bullet points go here

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| *Key Milestones & Deliverables* | | | | | |
| **Status** | **Milestone** | **Deliverable/Owner** | **Plan** | **Revised** | **Actual** |
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| *Management Issues Requiring Attention* | | | | |
| **Impact** | **Key Issue** | **Owner(s)** | **Need by** | **Status** |
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| *Risks* | | | |
| **Indicator** | **Risk** | **Mitigation** | **Impact** |
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| Legend | | |
| 1. No impact to successful completion | * Potential risk to successful completion | * Significant risk to successful completion |