*This is an executive summary for key stakeholders, sponsors and the curious. Make it short and high level. Do not use it to request assistance.*

*If issues are included, they should be significant ones, and you should clearly state how you are managing them.*

*The purpose is to convey a project is moving forward, to note which stage the project is at and to direct questions to the project manager.*

Summary sentence (“Weekly update for the such-and-such project”)

Recently Completed

* 1-5 brief accomplishments COMPLETED since last update
* Completed item #2
* Completed item #3
* Etc.

Next Up

* 1-5 next key tasks to work on
* Item #2
* Item #3
* Etc.

Issues (optional)

If a major issue is encountered, include this section.

* Brief description of the issue
* How you plan to address it (add resources, push out schedule, meeting scheduled with important person to choose from list of options, etc.)

Progress to Plan

Preferably a picture of timeline with a “we are here” indicator.

*Sign your name*