[Project Name]

**Project Weekly Report**

[Note:The template below is for the purpose of project weekly report. The part (font=InFoBlue) is intended to provide guidance to the auther, and is supposed to be deleted before publishing the document. The paragraphs in this font will be automatically modified into normal font(font=body Text)]

Dear [Customer Name],

Hope everything is going well with you.

As this is the end of this week, I’d like to summarize our work of this week.

This week, we have finished these things:

|  |
| --- |
| **Tasks of this week** |
| [Here report the tasks you have done in this week, it will be OK if you want to use a table to indicate the tasks instead of the list.]   1. Fix issues Bug1, Bug2, Bug3; 2. Implement features, Feature1, Feature2, Feature3; 3. Documentation tasks, Task1, Task2, Task3; |

Next week, we plan to work on these things:

|  |
| --- |
| **Tasks of next week** |
| [Here gives a brief plan for the incoming week, if you want to attach the schedule, you can paste them here.]   1. Fix issues Bug1, Bug2, Bug3; 2. Implement features, Feature1, Feature2, Feature3; 3. Documentation tasks, Task1, Task2, Task3; |

And my comments for this week’s progress and quality are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | [Fill in the project name, e.g. Property Rent Website] | | | |
| **Assessment of Progress** | **Deadline of delivery** | | [2010.9.15] | |
| **Remaining workload(man-day)** | | **Available workload(man-day)** | |
| **Programming** |  | **Programming** |  |
| **Testing** |  | **Testing** |  |
| [Better than the previous week | Normal | Worse than the previous week]  [PM writes down an overall rate of the work progress for this week] | | | |
| **Assessment criteria** | [Explain why you give such a rate. For example, explanation for “Normal” could be: work is completed within scheduled timeline, or older tasks were delayed due to client’s inserting new tasks, however, in this case you can mark Normal if the client knows the situation and the new tasks are completed on time. Etc.] | | | |
| **Assessment of Quality** | [Better than the previous week | Normal | Worse than the previous week]  [PM writes down a overall rate of the work quality, similar to the assessment of progress. For example, “Normal” indicates stable quality while “Better “indicates improved quality due to introduction of new methods, and “Worse” indicates terrible quality, etc.] | | | |
| **Assessment criteria** | [Explain why you assess the quality to be normal/better/worse  For example, explanation for “Better ” could be: the quality was improved after we introduce cross testing.] | | | |
| **Issues & Suggestions** | [Except to progress and quality, what else do you want to discuss? What’s the problem boring you? Do you have any suggestion for this project?] | | | |
| **Review of Team Member** | [Assessment of other team members, especially those who just joins the team.] | | | |

Please feel free to let us know if you have any question.

Best wishes!

[Your Name]