**[](https://www.smartsheet.com/try-it?trp=11416&utm_source=integrated+content&utm_campaign=/content/weekly-status-report-templates&utm_medium=Weekly+Status+Report+Email+doc+11416&lpa=Weekly+Status+Report+Email+doc+11416&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)WEEKLY STATUS REPORT EMAIL**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | | | |  |  | | WEEK ENDING |
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| PREPARED BY | | | |  |  | | | |
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| OVERALL PROJECT STATUS SUMMARY | | | | | | | | |
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| MILESTONES MET THIS WEEK | | | | | | | | |
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| BUDGET STATUS | | | | | | | | |
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| TIMELINE STATUS | | | | | | | | |
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| RESOURCES STATUS | | | | | | | | |
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| SCOPE STATUS | | | | | | | | |
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| WORK ACCOMPLISHED | | | | | | | | |
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| NEXT STEPS | | | | | | | | |
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| ANTICIPATED RISKS | | | | | | | | |
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| OTHER NOTES | | | | | | | | |
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