# Progress Report — Week of [MM/DD/YYYY]

# Team name: Manager(s):

Activity summary	Write an activity summary here detailing work that was completed by the team. This should be as specific as you'd like, depending on what information stakeholders are looking for.
Progress update	Write about the progress the team is making here. While activities are usually more task-oriented, progress is usually either an outcome or progress toward a specific outcome.
Challenges and obstacles	Write a brief description of any challenges encountered. Include how it was addressed, a statement or if it's being resolved, and a clear ask for help (if needed).
Next steps and action items	Write a brief description of what the team plans to do next on the project. This can include the next tasks or activities the team intends to tackle and how this keeps the project moving forward.

# **Guide For Writing Weekly Progress Reports**

**David Kirk** 

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