Department/Project name

Week xx

Highlights/Accomplishments/KPIs:

- Task 1 – details, progress, status
- ……
- KPI 1
- ……

WBS Id	Activity	Plan	Forecast	Actual
1.2.2	Work Package 1	14/12/08	dd/mm/yy	

Next steps

WBS Id	Activity	Planned	Forecast

External Dependencies/Concerns/Risks/Actions:

- Risk 1
- Risk 2
- External Dependency 1
- External Dependency 2

Name

Month Day, Year