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Weekly Status Report Template

A one-page client-facing status report for agencies and freelancers.

Open template page

What you will get

- One-page format
- Work completed section
- Work planned section
- Budget status
- Blockers and decisions needed

Report Header

PROJECT NAME

REPORT DATE

PREPARED BY

REPORTING PERIOD

Overall Status

● **On Track**

Work Completed This Week

TASK	HOURS	STATUS
Homepage redesign mockups	6.0	Complete
Mobile responsive testing	3.5	Complete

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TASK	HOURS	STATUS
Client feedback round 1	2.0	Complete
Total	**11.5**	

Work Planned Next Week

TASK	ESTIMATED HOURS	PRIORITY
Internal pages design	8.0	High
Navigation flow testing	3.0	Medium
Content migration prep	4.0	Medium

Blockers & Risks

ISSUE	IMPACT	ACTION NEEDED
Awaiting brand assets from client	Blocks visual design	Client to provide by Wed
Third-party API documentation incomplete	May delay integration by 2 days	Dev team investigating workaround

Budget Status

METRIC	ESTIMATED	ACTUAL	VARIANCE
Hours (this week)	12.0	11.5	-0.5
Hours (total project)	120	47.5	On track
Budget	$15,000	$5,937.50	On track

Key Decisions Needed

1. Approve homepage design direction by Wednesday

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2. Confirm payment gateway provider for API integration

Tip: Send status reports on the same day each week. Consistency builds trust and reduces ad-hoc "where are we?" questions.

Related template: Sprint Planning Template