CORCAVA / CLIENT OPERATIONS

Weekly status report

Client / project

Week / dates covered

Prepared by

Report date

Overall health and reason

1. Finished this week

Deliverable / outcome	Evidence / result	Owner

2. Next week

Planned work	Owner	Due date / dependency

3. Blocked or at risk

Blocker / impact	Action and owner	Needed by

4. Decision needed from the client

Decision and recommended option

Decision maker

Reply needed by

If delayed, impact

Hours this week / approved allowance

Budget or scope change reference

Use 'None' when there is no blocker or decision. Keep internal cost and margin out of a client-facing report.