

# Weekly Progress Report

**Consulting Project:** Project Name **Week Ending:**

**Consultant(s):** Name(s) **Client Contact:** Contact Name

## 1. Executive Summary

Brief summary of the week's progress

## 2. Activities Completed This Week

Describe tasks, deliverables, or milestones achieved

## 3. Ongoing Activities

List ongoing work with brief status

## 4. Issues & Risks

Identify key issues, risks, or challenges

## 5. Planned Activities for Next Week

Outline key activities planned for the upcoming week

## 6. Action Items & Deadlines

List action items, responsible persons, and due dates

## 7. Additional Notes

Other comments or information