

# Weekly Progress Report

**Consulting Project:** \_\_\_\_\_ **Week Ending:** \_\_\_\_\_

**Consultant(s):** \_\_\_\_\_ **Client Contact:** \_\_\_\_\_

## 1. Executive Summary

Brief summary of the week's progress

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## 2. Activities Completed This Week

Describe tasks, deliverables, or milestones achieved

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## 3. Ongoing Activities

List ongoing work with brief status

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## 4. Issues & Risks

Identify key issues, risks, or challenges

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## 5. Planned Activities for Next Week

Outline key activities planned for the upcoming week

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## 6. Action Items & Deadlines

List action items, responsible persons, and due dates

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## 7. Additional Notes

Other comments or information

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