**Weekly Status Update**

This is a weekly e-mail sent out to keep all the major stakeholders up to date.

Subject:

{{projectName}} Status Update from {{date }:format(MM/dd/yyyy)}

**Project Status** – {{status}}

• Green means the project is on track and there are no major issues.

• Yellow means the project is somewhat delayed and/or there may be some risks at the current stage.

• Red means the project is seriously at risk of being delayed and/or some major risks are affecting the project and the entire project is at risk of failing.

**Last Week’s Accomplishments and Project Activities**

* **{{completedTasks.name}}** - {{completedTasks.description}}