

WEEKLY EMPLOYEE STATUS REPORT

Try Smartsheet for FREE

EMPLOYEE NAME	WEEK ENDING
PROJECT NAME	PROJECT START

TASKS STARTED THIS WEEK

TASKS COMPLETED THIS WEEK

NEXT STEPS

DID YOU ENCOUNTER ANY ROADBLOCKS OR OBSTACLES?

HAVE YOU IDENTIFIED ANY RISKS?

DO YOU REQUIRE EXTRA SUPPORT?

NOTES

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.