

Weekly Engineering Status Report

Executive summary template

WEEK OF
MM/DD/YYYY

TEAM / ORG
Team Name

REPORT BY
Your Name

REPORT DATE
MM/DD/YYYY



Executive Summary

2–3 sentence summary. Lead with the most important information. Example: 'Strong delivery week. Shipped user authentication redesign (2 weeks ahead of schedule). Payment integration on track. No blockers.'



Key Metrics

CATEGORY	METRIC	VALUE	TREND
Velocity	PRs Merged	#	-- ▾
	Cycle Time	hrs	-- ▾
Quality	Test Pass Rate	%	-- ▾
	Review Coverage	%	-- ▾
Delivery	Deployments	#	-- ▾
	On-Track %	%	-- ▾



Key Deliverables This Week



Completed deliverable #1



Completed deliverable #2

☒ Completed deliverable #3

☒ Completed deliverable #4

☒ Completed deliverable #5

Current Risks & Blockers

Severity ▼	Risk or blocker description
Severity ▼	Risk or blocker description
Severity ▼	Risk or blocker description

Planned Deliverables

Next week's priorities

- 1 Top priority for next week
- 2 Priority #2
- 3 Priority #3
- 4 Priority #4
- 5 Priority #5

Team Health

 Green On track, no concerns	 Yellow Minor concerns, monitoring	 Red Action needed
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Notes on team health, morale, capacity concerns, or recognition...