



Wrike Project Status Update Template

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|------------------------|---|
| PROJECT NAME | <i>Insert the name of your project</i> |
| PROJECT MANAGER | <i>Include the name, role, and contact details of your PM</i> |
| PROJECT DATES | <i>Include the start and end dates of your project</i> |

PROJECT BACKGROUND

Describe the problem your project set out to solve, the expected benefits for your company or client, and your project goals.

PROJECT STATUS

Describe the current status of your project, e.g., on track, delayed, etc.

UPCOMING TASKS

Describe the next steps and your short-term priorities for the project.

UPDATED PROJECT TIMELINE

Describe your project's timeline, including the start and end dates and the dates of key milestones, focusing on changes from the original project plan.

RESOURCE UTILIZATION

Describe the way your resource utilization has stacked up against your initial projections.

RISK ASSESSMENT

Describe challenges that have arisen during your project work, anticipated risks, and your strategies to mitigate them.

ADDITIONAL NOTES

List any additional information your reader will need, or provide links to other documents, like your project plan.