



# Weekly Status Report Template

with AI Prompt Guide | Joy of PM AI Solutions

FREE RESOURCE

## How to Use This Template

This template has two parts. **Part 1** is a simple structure for capturing your weekly project status in bullet points. **Part 2** is a set of AI prompts you can paste directly into ChatGPT, Claude, or any AI assistant to transform those bullet points into a polished status report in under 5 minutes.

**Stop spending 45 minutes to an hour writing status reports from scratch.** Spend 10 minutes capturing bullet points, then let AI write the narrative.

## Part 1: Weekly Status Report Template

Report Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_ Overall Status: On Track / At Risk / Off Track

### One-Sentence Summary:

### What Got Done This Week

List 3 to 7 accomplishments. Be specific. Include numbers where possible.

#	Accomplishment

#	Accomplishment

### What Is Planned for Next Week

#	Priority

### Blockers and Risks

List anything slowing progress. If none, write 'None at this time.'

#	Blocker or Risk

### Key Numbers (Optional)

Metric	Last Week	This Week	Trend

### Decisions Needed

List decisions requiring input from others. Include who and by when.

#	Decision Needed	Who Decides	Deadline

#	Decision Needed	Who Decides	Deadline

# Part 2: AI Prompt Guide

## How It Works

1. Fill out Part 1 with quick bullet points (5 to 10 minutes)
2. Copy one of the prompts below into ChatGPT, Claude, or your preferred AI assistant
3. Paste your bullet points where indicated
4. Review the output, make any edits, and send

## Prompt 1: Standard Status Report

Copy and paste this prompt, replacing the bracketed sections:

```
I need you to write a professional weekly status report based on the following bullet points. Write in a clear, confident tone. Use complete sentences and short paragraphs. Do not use jargon. Keep it under 300 words.
```

```
Overall Status: [On Track / At Risk / Off Track]
```

```
What got done this week: [Paste your accomplishments here]
```

```
What is planned for next week: [Paste your priorities here]
```

```
Blockers and risks: [Paste here, or 'None at this time']
```

```
Key numbers: [Paste here, or skip]
```

```
Decisions needed: [Paste here, or 'None at this time']
```

```
Format the report with clear section headers. End with a one-sentence summary of the outlook.
```

## Prompt 2: Client-Facing Status Report

Use this version when the report goes to a client:

```
Write a professional client-facing project status report based on these bullet points. The tone should be confident, reassuring, and transparent. Avoid internal jargon. Focus on progress and value delivered. If there are risks, frame them as items you are proactively managing. Keep it under 250 words.
```

```
Project Name: [Your project name]
```

```
Reporting Period: [Week of date]
```

```
Progress this week: [Paste here]
```

```
Upcoming milestones: [Paste here]
```

```
Items requiring your input: [Paste here, or 'No action needed from you this week']
```

```
Close with a brief, positive statement about momentum and next steps.
```

## Prompt 3: Executive Summary (Short Version)

Use this when leadership wants a quick update:

Write a 3-sentence executive summary of this week's project status. Sentence 1: What was accomplished. Sentence 2: What is the biggest risk or blocker (or that there are none). Sentence 3: What to expect next week. Keep it direct.

**Accomplishments:** [Paste here]

**Risks:** [Paste here]

**Next week focus:** [Paste here]

## Prompt 4: Turn Last Week's Report into This Week's Draft

Here is last week's status report. Write a draft of this week's report using the same format and tone. Move last week's 'planned' items into 'completed' (I will edit which ones actually got done). Create placeholder items for next week based on natural project progression. I will edit everything, but I want a starting draft.

**Last week's report:** [Paste your previous report here]

## Tips for Getting the Best Results

**Be specific in your bullet points.** 'Fixed the login bug' produces better output than 'Worked on bugs.'

**Include numbers whenever possible.** 'Closed 12 support tickets' gives the AI concrete material.

**Review and edit every time.** AI writes a strong first draft, but you know your project best.

**Save your best output as a template.** Reference it in future prompts for consistent style.

### Want Your Status Reports Fully Automated?

This template saves you 30 to 45 minutes per report. But imagine if your status reports wrote themselves, pulling data directly from your project management tools, email, and shared documents. That is what the **AI Operations Accelerator** does. In 6 weeks, we build custom AI workflows that connect to your actual tools and automate the administrative work.

**Learn more: [joyofpm.com](https://joyofpm.com) | Schedule a free assessment: [joyofpm.com/#contact](https://joyofpm.com/#contact)**