Weekly Engineering Status Report

Executive summary template

WEEK OF	TEAM / ORG	REPORT BY	REPORT DATE
MM/DD/YYYY	Team Name	Your Name	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

- [x] Completed deliverable #3
- [x] Completed deliverable #4
- [x] Completed deliverable #5

⚠ Current Risks & Blockers

| Severity ⌄ | Risk or blocker description |

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| 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 |
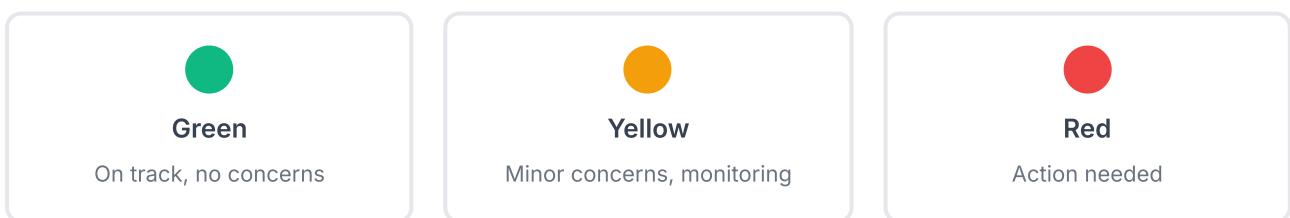
Notes on team health, morale, capacity concerns, or recognition...