Status update email template

Put the status in the subject line and the bottom line first. Keep it under 200 words and send it on the same day each week.

Subject: [Project] status, [date]: [On track, At risk or Off track]

Hi [name or team],

Bottom line: [One sentence: where the project stands and whether anything changed.]

DONE SINCE THE LAST UPDATE

- [Outcome, with a link]

NEXT, BY [DATE]

- [Outcome]

RISKS OR BLOCKERS

- [Risk], and what we're doing about it. Or "None."

NEED FROM YOU

- [Decision or input] by [date]. Or "Nothing this week."

Full details: [link to the plan or report]

[Your name]