

WEEKLY 5-15 REPORT

NAME	DATE
ACHIEVEMENTS List your accomplishments during the week, including activities you've completed and objectives you've met.	
PLANS State your specific, targeted plans for next week. Include due dates.	

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POTENTIAL CHALLENGES

Describe any potential obstacles.

OPPORTUNITIES

Record any lessons you've learned and note areas where you can improve.

SUGGESTIONS

What problem does your team need to resolve? Are there ways that you can improve how things are done?

PEOPLE AND MORALE

How do you feel? How do your team members feel? Be direct in describing the work climate around you.

RISKS

Are there any key risks that you've identified? What can you do to mitigate them?