

WEEKLY REPORT



GAME TITLE

CW 01/16
Author

CONTACTS

PROJECT LEAD	Name of PL (Team)
PRODUCER	Name of PRD (Publ.)
MARKETING	Name of MR (Publ.)

PROJECT OVERVIEW

BUDGET (PLAN.)	BUDGET (SPENT)	END-PRE-PROD	VERTICAL SLICE	ALPHA/BETA	RELEASE
\$ 0	\$ 0	Date	Date	Date	Date

EXECUTIVE SUMMARY

PROGRESS THIS WEEK

- Bullet Points of major goals achieved this week

MAJOR GOALS NEXT WEEK

- Bullet Points of major goals for next week

OCCURED PROBLEMS & METHODS OF RESOLUTION

- Description of occurred problems
 - ➔ Description of potential/planned solutions



OPEN ISSUES		
WHAT?	RESPONSIBLE	UNTIL WHEN?
What is the issue?	Who's in charge that issue gets solved?	What's the deadline

SPRINT/MILESTONE-OVERVIEW				
NO.	OVERALL SPRINT/MILESTONE-GOAL/NAME	DUE	DELIVERED	APPROVED
1				
2				
3				
4				
5				

TOP-TEN RISK-LIST			
NO.	RISK	MITIGATING ACTION	RESPONSIBLE
1.	Risk 1: Description...	Description	Who?
2.	Risk 2: Description...	Description	Who?
3.	Risk 3: Description...	Description	Who?
4.			
5.			
6.			
7.			
8.			
9.			
10.			