Freshservice Implementation – Weekly Status Report

# Week Ending:

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# 1. Summary of Progress

Provide a summary of what was accomplished this week.

# 2. Completed Tasks

List key deliverables or milestones completed this week.

# 3. Planned Tasks for Next Week

Detail the objectives and deliverables planned for the upcoming week.

# 4. Issues and Concerns

List any risks, issues, or blockers currently impacting progress.

# 5. Decisions Needed

Record any open decisions that require client or stakeholder input.

# 6. Action Items

Track any carryover or new action items. Include due dates and responsible parties.

# 7. Notes or Comments

Additional observations, feedback, or client communications from this week.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_