Manager Update

Project or Workstream:

Owner: Date:

What I completed

(List 2–5 short, factual bullets. No paragraphs.)

Blockers and Risks

(Anything slowing progress, unclear, or dependent on others.)

What I'm Working on Next

(Signals direction. Helps teammates anticipate work.)

What I need from Others

(Name & action. Direct, brief, and specific.)

Links and Artifacts

(Paste URLs of documents, PRs, dashboards, spreadsheets, videos, etc.)

Notes

(Anything else you want to say.)