

Give the update a job

A useful project update helps a reader decide what to do next. Before writing, name the decision or action the update should support.

State the current position

Start with what changed since the last update.
Describe the result in plain language and
distinguish completed work from work in
progress.



Make the next step visible

Name the next action and the person responsible. If ownership is still undecided, say that explicitly rather than implying that someone is handling it.



Explain the blocker

Describe what is blocked, why it matters, and what would unblock it. Keep the request specific enough for someone to respond.

Keep the evidence close

Link the relevant work or decision record. A short update can stay readable while giving people a way to inspect the detail.

Close with a clear request

Read the update from the recipient's point of view. If no action is needed, say so. If a decision is needed, state the question.