| 🏁 🔐 🏁 **FRONT MATTER** 🏁 🔐 🏁 All 18F teams are expected to send weekly ship updates so that:* Stakeholders know the project’s status, blockers, and progress toward outcomes
* Executives aren’t taken by surprise, and know how they can help

[Robin Carnahan explains.](https://drive.google.com/file/d/1Up69iPbhZoWoR8AqoJBKC43Pnz4veXaz/view?t=9m30s)This is a recommended Weekly Ship template; it can be adapted to suit the team.**Suggestions?** Contact: 18F Director of Account Management  |
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Weekly ship

# How to use

1. Fill the [distribution list](#_h9tvs6c0b92x) with names or emails of people to keep up-to-date. Consider adding more people, rather than fewer, to reduce surprises for everyone.
2. Plan to send the ship on the day most helpful to the partner; probably Friday or Monday.
3. Designate a person, or a rotation of people, to captain the weekly ship.
4. Copy the [template](#_u7x9eyj4s86y) and paste it under [ships](#_aflqafwxwd1), using the date as a heading.
5. Fill in its sections. Invite your teammates to contribute.
	1. Focus on outcomes the team is driving toward, rather than simply listing tasks.
	2. Consider the audience: it could be forwarded around the partner org, or FOIA’d
	3. Fill in “burn” numbers from your account manager.
6. When complete, paste the ship into an email.
7. Send or [schedule-send](https://support.google.com/mail/answer/9214606) the email to the distribution list in the morning.
8. Post the same text in the [#the-shipping-news](https://gsa-tts.slack.com/archives/C4HGPF9QA) Slack channel.
9. The next week, bump the prior week’s ship down; stack the new one above it.

# Distribution list

To:

Cc:

# Template

Subject: [Agency Name ] / [Project Name] / Weekly Ship: xx/xx/xxxx

[General greeting]

[Write an intro summary note. The first time or two, explain the purpose of the weekly ship.]

**Leadership decisions needed**

* [When a lack of a decision could lead to a risk, request a decision]

**Risks/blockers**

* [Tactfully but honestly list risks and blockers our stakeholders should know about]

**Progress**

* [List what was completed this week and how it relates to project goals. Focus on progress towards outcomes for users, rather than tasks completed.]

**What’s next**

* [List some things that are planned for the near future and the reasons for them -- how will they help get the team closer to the outcomes it wants?]

**Planned absences**

* [List any team members who will be out of office]

**Project finances (“burn”)**

* [List your financials for this week: “As of the week ending xx/xx/20xx, of the total budget of $x, we have spent $x in FY2x, leaving us $x or x%. Based on this, this project is set to end on xx/xx/20xx.”]

# Ships

## [Fill in the send-on date]

[The business day before sending, paste template here and fill it out]