

**PROJECT PROGRESS REPORTS**

**PROJECT EXECUTION PROGRESS REPORT**

Project Name: Location:

Prepared By: Date:

Owner:

Owner project contact:

Project Objectives agreed upon by owner, contractor and major subs:

Brief scope description:

Progress to date:

Design status:

Procurement/contracting status:

Permitting status:

Field work status:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Status: |  | number | $ amount | Time (+/-) |
|  | Original: |  |  |  |
|  | Changes approved to date: |  |  |  |
|  | Changes submitted but not approved: |  |  |  |
|  | Changes to be submitted: |  |  |  |
|  | Projection to complete: |  |  |  |
|  | Project Total: |  |  |  |

Field Staff:

Site Management

Supervision

Foremen

Major equipment and materials received at the site (during this period):

Site facilities & security: (describe)

Safety Issues Reviewed:

Quality:

Approvals status (attach a copy of the latest submittals log)

Inspections status (attach a copy of any inspection reports)

Tools and construction equipment status:

Special tools needed: date on date off

Rental equipment list: planned actual

date on date off date on date off

Cost status:

(attach a copy of the latest labor cost report and materials/subcontract commitment reports)

Special problems encountered (describe problem and how it was resolved):

Special problems unresolved: action plan:

Schedule status: