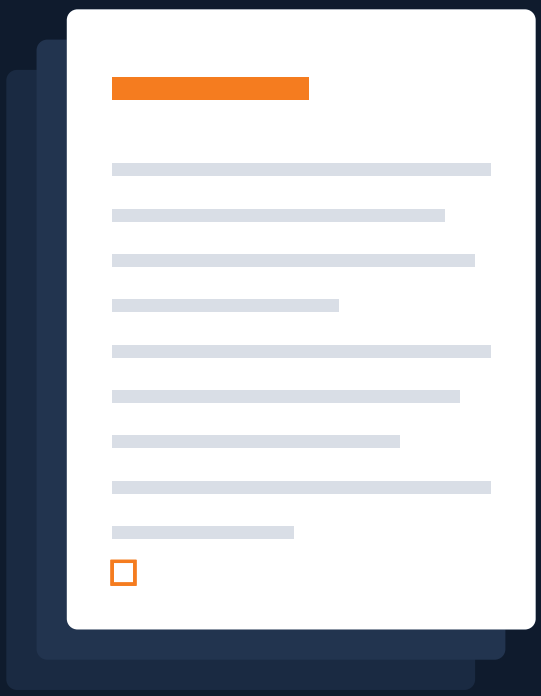
Documentation
Services Lab



FREE TEMPLATE

CONSTRUCTION

Progress Report

A monthly owner update covering progress, schedule, cost and billing.

INTENDED USERS

Project Directors, Executive Leadership

TYPICAL USE CASE

Monthly billing, owner updates

About this template

The monthly Progress Report gives the owner and leadership a clear picture of physical progress, schedule status, cost and changes, risks, safety and photos. It usually accompanies the monthly payment application.

Detail	
Intended users	Project Directors, Executive Leadership
Typical use case	Monthly billing, owner updates

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Report no.**	
Period		**Prepared by**	
Report date			

01 Executive Summary

Area	Status	Comment
Schedule	[G/A/R]	
Cost		
Safety		
Quality		

02 Progress by Area / Trade

Area / trade	Planned %	Actual %	Comment

03 Schedule Status

Milestone	Baseline	Forecast	Variance

04 Cost & Billing

	Amount
Contract sum (incl. approved COs)	
Work completed to date	
Retention held	
Previous billings	
This period billing	

05 Change Orders & RFIs

Approved COs this period		**Pending COs**	
Open RFIs		**Overdue RFIs**	

06 Safety Statistics

Hours worked		**Incidents**	
Near misses		**Inspections**	

07 Look-Ahead (Next Period)

08 Site Photos

Photo	Photo
[Photo + caption]	[Photo + caption]

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Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

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