

**MONTHLY PROJECT REPORT**



**Project:**

[SPECIFY PROJECT NAME]

**Prepared by:**

[SPECIFY THE NAME]

**For the Month Ending:**

**[YEAR]**

1. **PROJECT INFORMATION**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Number:** |  |
| **Project Manager:** |  |
| **Client:** |  |
| **Contract Type:** |  |
| **Report Date:** |  |
| **Distribution:** |  |

**II. INTRODUCTION**

This Monthly Project Report is submitted to [NAME OF THE CLIENT] at [ADDRESS]. This report summarizes

the status of the project as of the end of [MONTH], 20\_\_.

The project subject to this report is the construction of the \_\_-story building, which is located at [INSERT THE ADDRESS], with an area of \_\_\_ sq. meters. The project started last [DATE], and is led by [NAME OF THE ENGINEER OR PROJECT MANAGER]. The Head Architect for the project is [NAME OF THE HEAD ARCHITECT]. The Head Accountant for the project is [NAME OF THE HEAD ACCOUNTANT].

**III. RECENT PROGRESS AND STATUS**

 The recent progress and status of the project are as follows:

1. **Site Safety**

With respect to site safety, the accomplished tasks are as follows:

1. The fire extinguishers were installed;
2. The power box was installed;
3. The easy stairs were placed in the assigned sites; and
4. The safety signs were placed inside and outside the construction site.
5. **Safety Precautions**

With respect to the safety precautions:

1. General construction site signs are in place;
2. Safety helmets were distributed to all construction workers;
3. Economic safety vests were distributed to all construction workers; and
4. Safety boots were distributed to all construction workers.
5. **Machinery**

The following machinery and equipment are ready for use:

1. Backhoe Loader
2. Backhoe Excavator
3. Compactor
4. Bulldozer
5. Pile Driver
6. Mobile Crane
7. Hoist
8. Concrete Drum Mixer
9. Power Generators
10. Circular Electric Saw

**4. Site Clearance**

The following are already in process for the site clearance:

1. Earthworks
2. Sewage works
3. Drainage system
4. Landscaping works
5. Fencing works
6. **Temporary supplies**

The temporary supplies that are currently in place are:

1. Disposal Bin
2. Temporary site toilet
3. **Foundation**

The foundation for the construction of the building is already planned, and foundation laying and

placement of beams and columns have already started.

1. **Wall slabs**

The materials for the placement of wall slabs are already purchased, but has not yet been delivered to the construction site.

1. **Hollow core components**

The hollow core components which are used for the flooring have been purchased and prepared.

1. **Brick walls**

The order for the materials on the brick walls are already in place.

1. **Staircases**

The easy staircases are properly placed, but the permanent staircases have been installed

1. **Roof**

The materials for the roof have already been purchased but is due for delivery for the following month.

1. **Waste Management**

The waste management plan is already in place.

**IV. SCHEDULE STATUS**

The schedule of the tasks and its status are as follows:

|  |  |
| --- | --- |
| DONE |  |
| IN PROCESS |  |
| NOT YET PROCESSED |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TASKS** | **SCHEDULE** | **PRIOR STATUS** | **CURRENT STATUS** | **DATE COMPLETED** |
| Site Safety | (00 days) [DATE RANGE] | (indicate color) | (indicate color) | MM.DD.YYYY |
| Safety Precautions |  |  |  |  |
| Machinery and Equipment |  |  |  |  |
| Site Clearance |  |  |  |  |
| Temporary supplies |  |  |  |  |
| Foundation |  |  |  |  |
| Wall slabs |  |  |  |  |
| Hollow core components |  |  |  |  |
| Brick walls |  |  |  |  |
| Staircases |  |  |  |  |
| Roof |  |  |  |  |
| Waste Management |  |  |  |  |

**V. FINANCIAL STATUS**

The total amount allocated for the Project is [AMOUNT]. The Construction Cost Breakdown is as follows:

|  |  |  |
| --- | --- | --- |
|  | **AVERAGE COST** | **PERCENTAGE SHARE** |
| Building Permit Fees |  |  |
| Impact Fee |  |  |
| Water and Sewer Inspection |  |  |
| Excavation, Foundation, and Backfill |  |  |
| Steel |  |  |
| Framing and Trusses |  |  |
| Sheathing |  |  |
| Windows |  |  |
| Exterior Doors |  |  |
| Stairs |  |  |
| Roof |  |  |
| Walls |  |  |
| Gutters and Downspouts |  |  |
| Plumbing |  |  |
| Electrical Wiring |  |  |
| Lighting Fixtures |  |  |
| Drywall |  |  |
| Painting |  |  |
| Tiles |  |  |
| **TOTAL** | **$0.00** | **0.00%** |

**BUDGET VS ACTUAL PERFORMANCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **ACTUAL COSTS** | **PERCENTAGE DIFFERENCE** |
| Building Permit Fees |  |  |  |
| Impact Fee |  |  |  |
| Water and Sewer Inspection |  |  |  |
| Excavation, Foundation, and Backfill |  |  |  |
| Steel |  |  |  |
| Framing and Trusses |  |  |  |
| Sheathing |  |  |  |
| Windows |  |  |  |
| Exterior Doors |  |  |  |
| Stairs |  |  |  |
| Roof |  |  |  |
| Walls |  |  |  |
| Gutters and Downspouts |  |  |  |
| Plumbing |  |  |  |
| Electrical Wiring |  |  |  |
| Lighting Fixtures |  |  |  |
| Drywall |  |  |  |
| Painting |  |  |  |
| Tiles |  |  |  |
| **TOTAL** | **$ 0.00** | **$ 0.00** | **$ 0.00** |