

Monthly progress report

✓ Send it on the same day each month, under the same headings.

Project		Client	
Report number		Period covered	
Prepared by		Date issued	

1. Summary

Three or four lines: where the job stands, what changed this month and anything the client needs to decide.

2. Progress against the programme

Status is on track, behind or ahead. Say why for anything behind.

Stage or activity	Planned % complete	Actual % complete	Status	Comment

3. Key dates

Milestone	Contract date	Forecast date	Change in days

4. Health and safety

	This month	To date	Notes
Accidents			
Near misses			
Inspections			
Toolbox talks held			

5. Labour and resources

Average numbers on site by trade, and any shortfall.

6. Information needed

Open questions and design information, with the date you need an answer.

Question or request	Date asked	Needed by	From

7. Variations and instructions

Ref	Description	Status	Value, if agreed

8. Valuations and payment

Application	Amount applied for	Amount certified	Date paid

9. Risks and issues

Issue	Effect	Action	Owner

10. Next month

The work planned for next month, and any access or information you need for it.

11. Photos

Photo numbers with a caption each. Put the photos at the end of the report.