

## CONSTRUCTION PROGRESS REPORT

Company:	<input type="text"/>	Reporting Period:	<input type="text"/>
Project Name:	<input type="text"/>	Report Date:	<input type="text"/>
Project Location:	<input type="text"/>	Client / GC:	<input type="text"/>

## PROJECT DETAILS

Project Number:	<input type="text"/>
Start Date:	<input type="text"/>
Forecasted Completion:	<input type="text"/>
Current % Complete:	<input type="text"/>
Weather Summary:	<input type="text"/>
Site Conditions:	<input type="text"/>

## OVERVIEW & PURPOSE

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## CURRENT PROGRESS REPORT

<input type="text"/>
<input type="text"/>

## WORK COMPLETED THIS PERIOD

Use "Work Completed" to document finished tasks with dates, inspections, crew assignments, and progress metrics.

Task ID	Description of Work	Assigned Crew	Date		% Complete	Notes / Delays
			Start	End		

## WORK IN PROGRESS (WIP)

Trade / Crew	Current Activity	Crew Size	%		Status
			Planned	Actual	

● **Manpower Hrs:**

● **Equipment Used:**

● **Safety Notes:**

Update the WIP table daily or weekly to track manpower, equipment, status, and percent complete versus planned.

Status (On Track, Delayed, Behind, Completed)

## MILESTONE PROGRESS

Compare the Planned Dates to the Actual Dates for each phase. The "Variance (Days)" column shows how far the phase has slipped or accelerated.

If a variance is more than 2-3 days, add a note explaining why (weather, late materials, subcontractor delay, added scope)

Milestone / Phase	Planned Date	Assigned Crew	Actual / Forecast	Variance	Status	Dependencies / Notes

## MINI GANTT SUMMARY

Update each bar weekly to reflect planned vs actual durations. This makes slippage visually obvious.

Task	Week 1				Week 2				Week 3				Week 4				Input Date	

## BUDGET SUMMARY

Use these tiles to get a quick snapshot of overall financial health. Update them every reporting period using your accounting or cost-to-date export. The forecast and variance help show whether the project is trending over or under budget.

Metric	Value	Notes
Total Project Budget	\$	
Total Spent to Date	\$	
Percent Budget Used	%	
Projected Final Cost	\$	
Forecast Variance	\$	

## COST BREAKDOWN BY CATEGORY

Enter all major cost categories with their original budget, revised totals, and actual spends. Update the "Cost to Date" and "% Spent" regularly to track burn rate and highlight areas that need oversight or cost control.

Budget Category	Original Budget	Revised Budget	Cost to Date	% Spent	Forecast Final	Variance \$	Notes



## MATERIALS TRACKING

Update material status immediately when deliveries arrive, when shipments are delayed, or when quantities change. Use the notes column to flag shortages that may impact the schedule.

Material	Status	Quantity	Supplier	Notes

## EQUIPMENT TRACKING

Log equipment daily or weekly. Record who is using the equipment and how many hours or fuel were consumed. This helps with maintenance planning and rental cost tracking.

Equipment	Status	Crew Using It	Hours Worked / Fuel Used	Notes



## DELAYS & ISSUES

Log every issue as soon as it appears. Keep descriptions short and factual so the summary can be reviewed quickly in meetings. Update status daily to keep the project team aligned on impacts.

Issue Type	Description / Impact	Date Identified	Severity	Status	Notes

## SAFETY EVENTS & REVIEWS

Document all incidents, near misses, talks, and inspections to maintain a current safety history. This section supports compliance and helps identify recurring hazards.

Category	Description / Notes	Date Identified	Severity	Status