



CONSTRUCTION PROJECT OVERVIEW

Project Name:

Project ID / Job Number:

Project Status: On Track At Risk Delayed

Project Phase: Pre-Construction Mobilization Active Build Punch List Closeout

Last Updated:

PROJECT DATES & MILESTONES

Start Date:

Target Completion Date:

Key Dates Snapshot

Mobilization Date:

First Inspection:

Major Trade Start:

Substantial Completion:

CONTRACT & JOB TYPE

Contract Value: \$

Job Type:

Residential Commercial New Build Maintenance

Permits:

Approved Pending Not Required

SAFETY REQUIREMENTS

Check all that apply:

Job Type:

PPE Required Hot Work Confined Space Traffic Control

Other(s):

SITE & SAFETY SNAPSHOT

Site Constraints / Notes:

CLIENT & APPROVAL STATUS

Client Approval Status:

Job Type: Approved Pending Changes Requested

Special Client Instructions / Expectations:



TASK OVERVIEW

Update task progress daily or weekly to identify delays early and keep crews aligned.

Task / Phase	Description	Assigned Crew	Date		Planned Duration		Status	Notes / Delays
			Start	End	Days	% Complete		

List all major tasks or phases in execution order. Assign each task to a crew or subcontractor, enter planned start and end dates, and update percent complete and status as work progresses.

Update task status regularly:
Not Started - Work has not begun **Completed** - Task finished
In Progress - Work is actively underway **Delayed** - Behind schedule or awaiting action

TASK PRIORITIES & RISKS

Use this table to flag high-priority or high-risk tasks that may impact the schedule. Review these items during weekly planning meetings.

Task / Phase	Priority	Risk Level	Depends On

NEXT STEPS / WEEKLY FOCUS

Summarize the most important actions required to keep the project on schedule. Update this section at the start or end of each week.

Weekly Focus / Next Actions:

General Notes:

CREW ASSIGNMENT & HOURS

Enter each crew lead, their trade, and all members working under them. Track regular hours, overtime, and jobsite location daily. Update labor costs weekly or as hours are approved.

Crew Lead	Trade	Crew Members	Date		Hours			Labor Cost	Jobsite Location
			From	To	Regular	Overtime	Total		

LABOR EFFICIENCY & ATTENDANCE

Compare planned hours against actual hours to identify overruns early. Use the attendance column to log absences, late arrivals, or incomplete crews.

Crew Lead	Hours		Variance	Attendance
	Planned	Actual		

LABOR NOTES & ADJUSTMENTS

Use this area to document delays, productivity issues, reassignments, or any crew-related challenges.

Productivity Issues:

Absences / Late Arrivals:

Schedule Adjustments:

CREW ASSIGNMENT & HOURS

Enter the approved budget for each cost category, then update actual costs as invoices or bills are received. Use the variance column to identify areas that are over or under budget.

Cost Category	Description	Budgeted Amount	Actual Cost to Date	Remaining Balance	Variance (+ / -)	Invoice / PO #

i.e., Labor, Materials, Equipment, Subcontractors, Other

i.e., Site prep & framing crews, Concrete, lumber, drywall, Excavator & lift rental....

COST SUMMARY SNAPSHOT

Summary Item	Amount
Total Project Budget	
Total Actual Cost to Date	
Remaining Project Budget	
Projected Final Cost	
Projected Over / Under	

Review this section weekly to understand overall project financial health and forecast the final project cost.

PENDING & UPCOMING COSTS

Cost Category	Description	Estimated Amount	Expected Date	Status
Materials				
Subcontractor				
Equipment				
Other _____				

Log approved or expected expenses that have not yet been invoiced to avoid surprise overruns later in the project.

Status i.e., Ordered, Pending, Approved....

MATERIALS & EQUIPMENT LOG

List each material ordered for the project along with supplier, delivery status, and quantities. Update the table when orders are placed, received, or delayed. Use the notes and storage location fields to keep the site organized.

Item Name	Supplier	Quantity		Delivery Date	Status	Storage Location	Notes
		Ordered	Received				

i.e., yd³, pcs, sheets, ft...

i.e., Ordered, Backordered, Delivered....

EQUIPMENT & TOOL TRACKING

Record all equipment in use, which crew is using it, and where it's located. Update condition and maintenance notes regularly; especially for rented or shared equipment.

Equipment / Tool	Type	Assigned Crew	Jobsite Location	Use Dates		Ownership	Maintenance Notes/ Condition
				From	To		

i.e., Generator, Scissor Lift, Excavator...

i.e., Rental, Company...

ISSUE / RISK LOG

Document each issue or potential risk as soon as it appears. Include a brief description, when it was identified, and its potential impact on schedule, cost, safety, or quality.

Issue / Risk Description	Date Identified	Impact	Responsible Person	Action Plan	Target Resolution Date	Status	Notes
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>				<input type="checkbox"/>	

i.e., Material backorder, Crew shortage

i.e., Low, Medium, High...

i.e., Open, In Progress...

DELAY SUMMARY SNAPSHOT

Delay Type	Count
Weather Delays	
Material Delays	
Labor / Crew Delays	
Equipment Breakdowns	
Permit / Inspection Delays	

Use this area to note items creating schedule pressure—weather delays, inspection holds, waiting on materials, or subcontractor conflicts.

PREVENTIVE ACTION LOG

Set a realistic resolution date and review the log daily. Update statuses (Open, In Progress, Escalated, Resolved) to keep timelines accurate and prevent surprises.

Preventive Measure	Assigned To	Due Date	Status
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

i.e., Re-evaluate supplier lead times, Add weather buffer to concrete schedule

Status i.e., Planned, Open, In Progress...