



# PROJECT WEEKLY PROGRESS REPORT

|                  |  |
|------------------|--|
| CONTRACTOR:      |  |
| PROJECT ADDRESS: |  |
| PROJECT NO.:     |  |
| PREPARED BY:     |  |

|                |                   |
|----------------|-------------------|
| FILE REF. NO.: | REF: ES/3200 - 02 |
| WEEK DATE:     |                   |
| PROJECT NO.:   |                   |
| REPORT NO.:    |                   |

|                         |  |
|-------------------------|--|
| CONTRACT ADMINISTRATOR: |  |
| PROJECT MANAGER:        |  |
| SITE MANAGER:           |  |

|                     |  |
|---------------------|--|
| <b>INTRODUCTION</b> | <p>The main subject of this report is to delivery essential information, important to the project . Determine and confirm any current and future changes. It is very important to make any decision on time, without any delay. This may slow down the process and extend the finishing time.</p>  |
|                     | <p><b>Items Covered:</b></p> <ul style="list-style-type: none"> <li>General Workforce</li> <li>Site Visits Register</li> <li>External Site Inspections Register</li> <li>Meetings Register</li> <li>Programme Status</li> <li>Behind Schedule</li> <li>Project Site Observation</li> <li>RFI: Request for Information</li> <li>COR: Changes Order Register</li> <li>CVI: Confirmation of Verbal Instruction</li> <li>Project Performance</li> <li>Weekly Programme Progress Record</li> <li>Milestones</li> <li>Site Condition Photos</li> </ul> |

| GENERAL WORKFORCE |              |           |                   |   |   |   |                   |   |   |   |
|-------------------|--------------|-----------|-------------------|---|---|---|-------------------|---|---|---|
| MANAGEMENT        | TRADE MATRIX | WORK AREA | WEEK/ DAYS        | M | T | W | T                 | F | S | S |
|                   |              |           |                   |   |   |   | ( labour matrix ) |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
| CONTRACTOR TEAM   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
| SUBCONTRACTORS    |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |
|                   |              |           | ( labour matrix ) |   |   |   |                   |   |   |   |

| <b>SITE VISIT REGISTER</b> | VISITORS NAME | COMPANY | VISIT STATUS | DATE |
|----------------------------|---------------|---------|--------------|------|
|                            |               |         |              |      |
|                            |               |         |              |      |
|                            |               |         |              |      |
|                            |               |         |              |      |
|                            |               |         |              |      |
|                            |               |         |              |      |



# PROJECT WEEKLY PROGRESS REPORT

| SITE INSPECTIONS | INSPECTION DETAILS | REFERENCE NO. | INSPECTED BY | STATUS    |                  |
|------------------|--------------------|---------------|--------------|-----------|------------------|
|                  |                    |               |              | Inspected | Issued to Office |
|                  |                    |               |              | Inspected | Issued to Office |
|                  |                    |               |              | Inspected | Issued to Office |
|                  |                    |               |              | Inspected | Issued to Office |

| MEETINGS | ATTENDEES | COMPANY | RECORDED |    | CODE                        |
|----------|-----------|---------|----------|----|-----------------------------|
|          |           |         | YES      | NO | Project Team Meeting        |
|          |           |         | YES      | NO | Design Team Meeting         |
|          |           |         | YES      | NO | Contractor Internal Meeting |
|          |           |         | YES      | NO | Contractor(s) Meeting       |
|          |           |         | YES      | NO | Meeting Start:              |
|          |           |         | YES      | NO | Meeting End:                |

| PROGRAMME STATUS | Work Schedule Process: | Performance expectations: | PROGRAMME STATUS |
|------------------|------------------------|---------------------------|------------------|
|                  |                        |                           |                  |

| BEHIND SCHEDULE | TASK | WORK AREA | COMMENTS |
|-----------------|------|-----------|----------|
|                 |      |           |          |
|                 |      |           |          |
|                 |      |           |          |
|                 |      |           |          |

| PROJECT SITE OBSERVATIONS | OBSERVATIONS | ACTION REQUIRED |
|---------------------------|--------------|-----------------|
|                           |              |                 |
|                           |              |                 |
|                           |              |                 |
|                           |              |                 |
|                           |              |                 |
|                           |              |                 |

| PROJECT SITE OBSERVATIONS | RFI NO. | INFORMATION REQUIRED | DATA REQUIRED | DATA RECEIVED | OVERDUE BY | NOTES | AI NO. |
|---------------------------|---------|----------------------|---------------|---------------|------------|-------|--------|
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |
|                           |         |                      |               |               |            |       |        |

# PROJECT WEEKLY PROGRESS REPORT

**ADMINISTRATION**

| CHANGE ORDER REGISTER - COR | CHANGE ORDER DESCRIPTION | WORK AREA | WORK STANDBY |    | SUPPORTED INFORMATION |    |              |
|-----------------------------|--------------------------|-----------|--------------|----|-----------------------|----|--------------|
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |
|                             |                          |           | YES          | NO | CVI                   | AI | EOT Required |

| CONFIRMATION OF VERBAL INSTRUCTION | CVI NO. | CVI DESCRIPTION | DATA ISSUED | CVI APPROVED |    | ACTION REQUIRED |              |
|------------------------------------|---------|-----------------|-------------|--------------|----|-----------------|--------------|
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |
|                                    |         |                 |             | YES          | NO | AI              | EOT Required |

| PROJECT PERFORMANCE | DEPARTMENT                    | COMMENTS | ACTION REQUIRED | PERFORMANCE (%) |
|---------------------|-------------------------------|----------|-----------------|-----------------|
|                     | Company Management            |          |                 |                 |
|                     | Contract Administration       |          |                 |                 |
|                     | Communication Between Parties |          |                 |                 |
|                     | Delivery Process              |          |                 |                 |
|                     | Health and Safety             |          |                 |                 |
|                     | Workforce Performance         |          |                 |                 |
|                     | Subcontractors Performance    |          |                 |                 |

| WEEKLY PROGRAMME PROGRESS RECORD |                        |           |            |          |               |    |          |
|----------------------------------|------------------------|-----------|------------|----------|---------------|----|----------|
| NO.                              | WORK PERFORMED ON SITE | WORK AREA | START DATE | END DATE | COMPLETED (%) |    | END DATE |
| 1                                |                        |           |            |          | YES           | NO | %        |
| 2                                |                        |           |            |          | YES           | NO | %        |
| 3                                |                        |           |            |          | YES           | NO | %        |
| 4                                |                        |           |            |          | YES           | NO | %        |
| 5                                |                        |           |            |          | YES           | NO | %        |
| 6                                |                        |           |            |          | CVI           | NO | %        |
| 7                                |                        |           |            |          | YES           | NO | %        |
| 8                                |                        |           |            |          | YES           | NO | %        |
| 9                                |                        |           |            |          | YES           | NO | %        |
| 10                               |                        |           |            |          | YES           | NO | %        |
| 11                               |                        |           |            |          | YES           | NO | %        |
| 12                               |                        |           |            |          | YES           | NO | %        |



# PROJECT WEEKLY PROGRESS REPORT

**ADMINISTRATION**

| MILESTONES | DESCRIPTION | WORK AREA | SCHEDULED |    | OBJECTIVE |
|------------|-------------|-----------|-----------|----|-----------|
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |
|            |             |           | YES       | NO |           |

| NOTES | OTHER: |
|-------|--------|
|       |        |
|       |        |
|       |        |
|       |        |
|       |        |
|       |        |
|       |        |
|       |        |
|       |        |

# PROJECT WEEKLY PROGRESS REPORT

## SITE CONDITION: PHOTOS

|                  |  |
|------------------|--|
| PHOTO            |  |
| <b>LOCATION:</b> |  |
| <b>COMMENTS:</b> |  |

|                  |  |
|------------------|--|
| PHOTO            |  |
| <b>LOCATION:</b> |  |
| <b>COMMENTS:</b> |  |

|                  |  |
|------------------|--|
| PHOTO            |  |
| <b>LOCATION:</b> |  |
| <b>COMMENTS:</b> |  |

|                  |  |
|------------------|--|
| PHOTO            |  |
| <b>LOCATION:</b> |  |
| <b>COMMENTS:</b> |  |

|                  |  |
|------------------|--|
| PHOTO            |  |
| <b>LOCATION:</b> |  |
| <b>COMMENTS:</b> |  |

|                  |  |
|------------------|--|
| PHOTO            |  |
| <b>LOCATION:</b> |  |
| <b>COMMENTS:</b> |  |