**MONTHLY REPORT**

[**CONSTRUCTION PROJECT NAME**]

|  |  |
| --- | --- |
| **DATE:** |  |
| **PROJECT FILE/ REFERENCE:** |  |
| **PROJECT NAME:** |  |
| **PROJECT ADDRESS:** |  |

|  |  |
| --- | --- |
| **TEAM** |  |
| *Examples:** *changes in representative,*
* *issues or changes presented by team members*
 |
| **SITE** |  |
| *Examples:** *note any site issues*
* *vandalism and/or security issues*
* *NIMBY*
 |
| **BUILDING** |  |
| *Examples:* * *current progress – what has occurred this month*
* *any building issues or risks*
* *discussion concerning scope changes, Energy Efficiency – LEED/Built Green issues*
* *progress towards target*
 |
| **BUDGET** |  |
| *Examples:** *Any changes to the capital budget*
* *Potential change orders*
* *Change order pricing received*
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| **SCHEDULE** |  |
| *Examples:* * *highlight changes to the current schedule*
* *causes for delays and mitigation strategies (if any)*
* *revised completions dates*
 |
| **PROGRAM** |  |
| *Examples:** *highlight operational issues or risk*
* *note the operational progress or discussions over past month*
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| **ATTACHMENTS** | **MUST ATTACH:**- schedule updates- updated cashflow forecast |
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