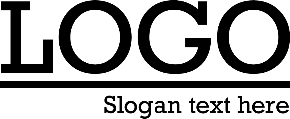
**MONTHLY REPORT**

[**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* |
| **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* |
| **ATTACHMENTS** | **MUST ATTACH:**  - schedule updates  - updated cashflow forecast |
|  |