**CONSULTANT COMPANY NAME**

**CONSTRUCTION STATUS REPORT**

[Project Name Goes Here]

Monthly Report # 000

**Feb 10, 2024**

Prepared By

Checked By

Approved By

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# 1. Executive Summary

The Executive Summary is to include key information highlighting major items and urgent / important issues to be addressed.

The following items need to be set out clearly and concisely:

* Issues including status, cost and program.
* Key risks and how they are to be managed or mitigated.
* Project decisions to made, endorsed or noted.

Examples of summary forms are set out in the Appendices.

# 2. Background

The context or relevant history of the matters raised in the report or issues for review by the [COMPANY NAME] need to be set out.

The report should include a brief outline of the relevant events leading up to any proposal and should refer to decisions or previous consideration of the subject.

# 3. Issues

Present information in a logical and concise manner that contains sufficient data to allow the [COMPANY NAME] to focus on the issues to be determined, examined and analysed including:

* Brief summary of key issues affecting the project shall be indicated (in point form) e.g. OHS, infection control or industrial relations issues.
* Action items for the [COMPANY NAME] shall be set out, for example, “To Note”, “Referral”, “Recommendation” or “Endorsement” (for DH Approval). Refer to Governance guideline 1.2 for further details regarding these actions.

Changes to the project scope or associated aspects such as timeframe, budget, policy, program etc. are to be explicitly identified with underpinning assumptions and factors driving the change(s).

The issues identified in the Executive Summary are to be set out comprehensively in this section for consideration of all relevant matters such as contextual materials, generic options considered and impacts on service delivery, stakeholders, budget and time frames.

# 4. Options

In dealing with key issues or major project decision points the options that were considered should be stated in summary form.

The monthly report is to present to the [COMPANY NAME] relevant materials including the factors considered in evaluating the options, if there is weighting of the factors, together with a brief outline of why a particular course of action is preferred and why the alternatives were not deemed appropriate or available. Provision of the ‘do nothing’ option is required.

It is often convenient for the [COMPANY NAME] to have this material presented in a summary table or matrix that summarises the key aspects for assisting in discussions.

The monthly report should set out the key factors or criteria used to undertake analysis and evaluation and an outline of how the consultants determined their recommendations with risks, benefits and / or disadvantages / costs identified.

# 5. Recommendations / Endorsements

Provide a comprehensive statement of the recommendations or endorsements for which approval is sought. The consultants’ recommendations should be clearly set out, with implications identified in the body of the monthly report as set out above, to allow a trail of decisions to be identified. Each recommendation or endorsement is to be explicit, to indicate the precise action sought, contain no argument or evidence and be confined to the action recommended for approval.

Language and format should be direct and reflect the essential elements of the decision if the recommendations were approved.

Recommendations must be:

* Stand alone and self contained (and not state merely that approval is sought for proposals outlined in the submission).
* Cover all matters on which decisions are required, but must also be concise and unequivocal.
* Tables, lengthy detail reports, etc., should not included, but specific relevant material be referenced in the recommendations.

The recommendations or endorsements should state clearly who has delegation responsibility for implementation of each decision, if this is not clear from the context.

# 6. General Report

It is essential that reporting is:

* Clear and concise and avoids unnecessary duplication.
* Use the standard format that facilitates consideration of important issues.
* Give reasoned basis of facts upon which discussion can proceed noting-
  + - essential matters and attendant risks for consideration;
    - viable options and their implications and
    - clear recommendations.

Detailed technical reports or individual consultants or contractors’ individual reports should be referred to in this section. Detailed technical reports should be attached to the monthly reports as an Appendix(s).

## 6.1 Program/Timetable

This section should present details of project timing and monitor monthly progress. The monthly report is to clearly set out planned key milestones to indicate the original program and forms the baseline to compare with the actual progress achieved. An example bar chart has been provided (refer to Appendix B).

*Progress*

The actual position of the project should be compared to the programmed status. If there are delays expected the [COMPANY NAME] is to be advised of:

* The source including those that are resultant from client initiated changes.
* The implications to the overall delivery and delay to services / occupancy as well as costs and flow on effects.

*Delays*

Notices and records of any delays should be listed with explanations.

*Extensions of Time*

Identify all formal claims for Extension of Time. Provide the contract Superintendent’s assessment of the claims and recommendations made, whether with costs or not as allowed by contract. Foreshadow potential claims and include in cost planning reports.

*Future Actions*

The Consultant to list potential impacts and identifiable future problems and advise of remedial action taken, recommended or other as required.

*Practical Completion*

Provide a comparison of the Contract ‘Date for Practical Completion’ and the ‘Anticipated Date for Practical Completion’.

## 6.2 Cost Report and Financial Considerations

This report is generally prepared by the consultant quantity surveyor.

A typical monthly report on the project budget is to be provided including relevant data such as:

* Cost summary.
* Change proposals.
* Variations
* Cash flows.
* Monthly financial status.

Examples of these are attached in Appendix C and following tables.

Other financial material to be reported to the [COMPANY NAME] in monthly reports is life cycle and recurrent costs identified at key stages or changes to these estimates. Refer to information below on recurrent cost reporting.

The monthly report ‘cost reports’ should contain the following information:

*Project Budget*

Provide the budget statement identifying the approved budget amount for the project, together with any approved (non contingency) adjustments. The funding source(s) for the budget should be clearly presented.

*Financial Statement*

Provide a cost statement that identifies contract amount, contingency sums, provisional sums, approved adjustments (rise and fall, variations, transfers), fees, equipment, authority charges and so on, to identify the anticipated final contract and project amounts.

When the building works are procured through a series of components or trade packages, report each component/package and provide a summary sheet outlining the overall project status.

*Progress Claims*

A brief description of the consultant’s and contractor’s progress claims in the past month and a statement on any significant variance with the projected expenditure.

*Nett Surplus or Deficit*

Present any nett surplus or deficit amounts with an identification of its source. If a surplus or deficit is showing, proposals to bring the project back within budget should be provided.

*Consultant Fees*

Provide a breakdown of the consultant fees due, remaining and claimed to date including any approved or pending variations.

*Change Proposals*

A breakdown of change proposals that precede variations for endorsement by the [COMPANY NAME] should be provided. The purpose of change proposals register (Refer to Appendix D for details) is to provide the [COMPANY NAME] with a description of prospective changes that need to be assessed before becoming formal contract variations so that the financial, time and associated benefits can be reviewed.

*Variations*

Provide a breakdown of the variations for endorsement by the [COMPANY NAME]. Contract variations should be considered to determine the impact on service delivery issues, capital budget, and recurrent implications. If the [COMPANY NAME] endorses the variations then they are forwarded to the DH for approval. All variations are to be tracked over the life of the project.

*Cash Flow*

Provide a cash flow for [COMPANY NAME] endorsement that compares actual with proposed expenditure and include previously reported adjustments (refer to Appendix F). The estimated cash flow needs to be presented indicating the timing and need for funds to allow the draw-down of funds to be undertaken with confidence. Slippage in project expenditure is to be reported with an explanation of which areas are affected and why and how it is proposed to get back on track

This advice on the cost requirements of contract administration is to include security of payment issues.

*Contingency Sum*

Provide the amount and percentage of contingency used. The contingency amount is to reflect variations including approved, pending, under negotiation as well as potential variations. Report on the percentage of remaining contingency against unexpended budget.

*Provisional Sums*

Report any commitment against provisional sums. If it is a final commitment, any surplus or deficit against the approved provisional sum allowances.

Assess all project proposals financial implications, be they capital or recurrent, explicit or implied, direct or indirect, and importantly:

1. Consult at the draft stage.
2. Identify whether the proposed expenditure:
3. can be funded from *existing* appropriations, i.e. suitable provisions having been incorporated in the estimates; or contingencies or revenue being available or proposed
4. requires additional funding
5. will extend into future financial years
6. Identify any offsetting revenue generation or savings-
7. if budget funds are being sought outline proposed source(s) of funds,
8. If budget funds are not being sought.

*Life Cycle / Recurrent Costs*

There is a need to consider life cycle & recurrent facility costs when preparing costs for inclusion in the business case and when making decision such as assessing design options, selection of procurement options and building services system. Accordingly, there is a need to consider recurrent costs including confidence levels as required by the government’s Investment Lifecycle Guidelines to ensure that lifecycle costs are considered when making capital investment decisions.

The Cost Report is to include an estimate of asset investment based life cycle & recurrent facility costs (ie non-clinical or service delivery) including facility management, energy, operating and maintenance costs. This is to be reported to the [COMPANY NAME] at key stages including business case, schematic design and pre-tender cost plans.

The consultants are to confirm if there are recurrent costs changes in the monthly report associated with change proposals, client initiated changes or cost plans A, B, C and D. An indication should be made if these have changed from the life cycle & recurrent costs provided in the business case and original submission to BERC.

The recurrent costs will cover energy and consumables, maintenance and operating costs including any material asset-specific statutory costs for each of the first two years of operation following handover. It is expected that input shall be provided by building services engineers and the quantity surveyor as well as facility managers. The costs for cleaning and security can be based on nett areas using industry standards or existing agency contract rates. The Capital charging costs and depreciation costs will be assigned by the department.

It is expected that the life cycle & recurrent Operations and maintenance cost estimates will be presented in measures that can be easily understood by the [COMPANY NAME] such as:

* Total asset consumables such as energy, gas, diesel and water
* Annual costs per output measure e.g. per separation or bed day.
* Annual costs per square meter.

The life cycle & recurrent cost estimates will be reported in order to provide the [COMPANY NAME] with relevant information such as Net Present Value, annual facility costs for non-service delivery areas.

Reference should be made to:

* The Department of Treasury & Finance’s Investment Lifecycle Guidelines.
* Building services engineering and quantity surveying consultants.
* Agency operations and / or facility manager.
* The Australian Institute of Quantity Surveyors’ manuals.

## 6.3 Risk Management

The [COMPANY NAME] is to be advised about risks associated with the project, their significance and the expected means to address them together with implications in terms of costs, timing and service delivery impacts.

A full business continuity or contingency plan will be required where the works are either for a new facility or where the redevelopment is of such magnitude that the works are likely to impact the service delivery.

Key documents to be included in the monthly reports are the Project Profile Model and risk management register.

The risk management register is to include an indication of the following sectors:

1. risk category e.g. design, procurement, cost, program or likely to have operational impacts;
2. specific risk and description of risks including OHS/IR;
3. assessment of likelihood, impact and overall consequence rating;
4. mitigation or treatment regimes under consideration;
5. responsible agent and
6. status

Only those issues that are deemed significant should be including on the register of risks and not all the minor issues to be considered as matters for resolution under normal working arrangements.

A typical risk management register has been attached: Refer to Appendix C

## Sustainability

Report on key sustainable aspects of the project at key stages of the program such as business case studies, master plan, schematic design and cost plans B, C & D including:

1. Priority issues for the project such as reliability of critical engineering services such as electrical energy and potable water supply.
2. Meeting key Performance targets such as indoor air quality.
3. Evaluation and criteria for selection of building services systems, materials and finishes that are required to be reliable and low maintenance.
4. Features included in the project to achieve government policy outcomes eg energy, water and waste management e.g. recycling and reuse of building materials and soils.

## 6.4 Other considerations

This section of the report should contain information which is unusual or not requiring regular reporting and include:

1. Tendering and engagement of consultants or contractors
2. Public presentation and consultation
3. Press releases and media attention
4. Planning permit applications
5. Approvals / negotiations with utility companies

* Insurance matters
* Probity
* Life cycle, operation and maintenance issues.

Reconciliation of project costs is to be included in [COMPANY NAME] reports at all key stages including Master Plans, Schematic Design, Design Development and Tender Documentation stages.

When the project reaches the implementation stage the monthly report is to include relevant details by the following where appropriate:

* Report by the Superintendent to the contract including issues of relevance identified by the Superintendent’s representative.
* Report by the construction manager or contractor – this may be in the form of site minutes if deemed appropriate by the [COMPANY NAME]

# 

## Construction Progress Report

**Name of Project: Report No.: Date:**

|  |
| --- |
| Activity |
| Month | | 1 | 2 | | 3 | | 4 | | 5 | | | 6 | | 7 | | 8 | 9 | 10 | | 11 | | 12 | | 13 | | 14 | | | 15 | | 16 |
| Site Preparation | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Demolition | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Excavation | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Concrete | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Structural Steel | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Sewer & Water | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Wall cladding | |  | |  | |  | |  | |  |  | |  | | \*\* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Roofing | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Lock up | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Mechanical/Electrical | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Fit out | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Finishes | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Testing | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |
| Handover | |  | |  | |  | |  | |  |  | |  | | \* \* | |  | |  | |  | |  | |  | |  |  | |  | | |

Construction Risk Report

| **Category** | **Specific Risk** | **Risk Description** | **Likely** | **Impact** | **Score** | **Mitigation Strategies** | **Action** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operational | Recurrent Costs | The design will result in recurrent costs exceeding the budget capacity | **3** | **5** | **9** | Ensure recurrent cost analyses are carried out | PH | Review designs as part of CD sign-off. |
| Design | Briefing | Insufficient briefing detail results in scope unclear or poorly defined. | **2** | **4** | **6** | Consultation with project governance structure (i.e. Executive User Group). | WW | [COMPANY NAME] meetings occurring regularly. |
| Documentation | Quality of Tender | Poor documentation resulting in disputes | **3** | **4** | **7** | Hold tender documentation review session. Utilize Quality Checklists. | CW | Finalize as part of CD sign-off. |
| Probity | Tender Compliance | The risk that the tender process does not comply with Govt requirements. | **1** | **4** | **5** | Ensure tender complies with Vic Govt Code of Practice and DH approvals | JP | Incorporating in contract documentation |
| Costs | Additional Decanting | The risk that decanting costs are underestimated. | **3** | **3** | **6** | Prepare / review staging plans and requirements | LO | Reviewing requirements and budget. |
| Programme | Construction Commencement | Commenced too early with consequent substantial variations. | **2** | **2** | **4** | Ensure adequate time to produce and signed off documentation. | JL | Ongoing. |
| Handover | Relocation Responsibility | Confusion arises as to responsibility for physical relocation of staff. | **2** | **2** | **4** | Establish responsibilities for ordering of FF&E and physical relocation. | PJ | Review commissioning program. |
| Handover | Commissioning for Handover | Commissioning of Building Services not undertaken appropriately. | **3** | **3** | **6** | Define commissioning process in tender documents. | LAC | A handover process under way |

# Construction Project Cost Summary Report

## Cost Summary

**Name of Project:**

**Report No.:**

**Date:**

**A. Project Budget Last Report This Month**

Base Budget - BPI $ $

Agency Contribution $ $

Other Funds $ $

Authorised Base Budget $ $

Escalation to completion $ $

Prolongation Allowance $ $

TOTAL ESTIMATED INVESTMENT $ $

**B. Committed Costs Last Report This Month**

Contracts Completed $ $

Current Contract Values $ $

Pending Variations $ $

Escalation to Completion of Committed Contracts

$ $

**C. Estimated Uncommitted Costs Last Report This Month**

Works under Tender $ $

Works to be Tendered $ $

Escalation to Complete $ $

Prolongation $ $

Equipment $ $

Changes Under Consideration $ $

Contingency Remaining $ $

TOTAL $ $

**D. Contingency Status Last Month This Month**

Original Allowance $ $

Approved Variations $ $

Pending Variations $ $

Change Under Consideration $ $

Tender Savings $ $

Tender Overruns $ $

CONTINGENCY REMAINING $ $

% of Contingency Committed = %

% of Remaining Contingency against unexpended budget= %

**E. Expenditure**

Paid previous financial years $

Paid last financial year $

Paid current financial year ……… to end of $

Anticipated current financial year ……….. Balance $

Anticipated next financial year $

Anticipated future financial years $

**F. Progress**

Estimated End Cost $

Expenditure %

Construction\* $

Preliminaries $

Equipment $

Consultants $

\*Summary of Building works only. If construction management, each trade package is to be provided with detailed information as support documentation.

## Variations

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Construction Project Variations Approval Request Form** | | | | |  |  |  |
| **Project:** |  |  | **Variation Summary No.:** | |  |  |  |
| **Principle:** |  | | **[COMPANY NAME] No.:** |  |  |  |  |
| **Contractor:** |  |  | **Date:** |  |  |  |  |
|  |  |  | AGREED CONTINGENCY: | | $ - |  |  |
|  |  |  | VARIATIONS APPROVED TO DATE: | | $ - |  |  |
|  |  |  | ADD THIS VARIATION SUMMARY No. 1 | | $ - |  |  |
|  |  |  | REMAINING CONTINGENCY: | | **$ -** |  |  |
| **Recommended Variations** (For [COMPANY NAME] Endorsement and DH Formal Approval) | | | | |  |  |  |
| Variation No. (VARQT) | Site Inst. No. (SI) | Variation Title | Variation Estimate | Variation Description | Variation Recommended | [COMPANY NAME] Rec |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | TOTALS: | $ - | **$ -** |  |  |
| **Pending Variations** (For [COMPANY NAME] ‘In-principle’ approval) | | | | |  |  |  |
| Variation No. (VARQT) | Site Inst. No. (SI) | Variation Title | Variation Estimate (Upper Limit) | Variation Description | Variation Recommended | [COMPANY NAME] Rec |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | TOTALS: | $ - | **$ -** |  |  |