



PROCEDURES FOR MONTHLY PROJECT PROGRESS REPORTS

Updated: 4/15/13

To all PDC Project Managers:

A progress report is to be completed in the format as outlined below and submitted to the end-user on approximately the last working day of each month. A copy of this report shall be copied to the Director of PDC.

The following is a progress report on the (project name) project as of (date/month/year):

Newsworthy:

- Date: Report items of interest or significance.

Critical Issues (Issues that threaten the schedule or the budget):

- Date: Indicate issues that require decision(s) to be made...
- Date: State any unforeseen conditions or situations...

Current Status of the Work:

- Date: What activity is presently happening on the project

Scheduled Completion Date:

- Date: Provide any impact on the original occupancy schedule...
- Provide project milestone dates
- Date: If milestone dates are impacted, indicate revised date...

Estimated Final Project Cost Including Reserves:

- Date: Provide update for change orders and indicate revised project cost estimation...
- Date: Indicate project budget variance...
- Date: Identify potential changes that may occur...
- Report project budget.