**PROJECT TITLE HERE**

**Project Manager’s Report**# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Insert Progress Photo/Chart |

|  |
| --- |
| **Author**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Contact Details |
|  |
|  |

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**Executive Summary**

* 1. **Health and Safety**

Insert summary of issues.

* 1. **Programme**

Insert summary of issues.

* 1. **Financial**

Insert commentary on:

* Total approved budget
* Anticipated final cost
* Construction budget
* Movement in the reporting period
* Contingency expenditure/status
  1. **Key Issues**

Insert up to 5 bullet points that require specific attention.

* 1. **Client Decisions Required**

Insert items as necessary.

Note – The Executive Summary must be able to give the reader an overview of the project and include all important/client sensitive issues without reference to the body of the report.

1. **Health and Safety**

* Insert statement of any safety incidents (and near misses) that have occurred in the reporting period including running total of incidents to date.
* CDM issues.

1. **Programme**

* Reference to master programme (Gantt format).
* Summary table of current progress against master programme including planned and actual. Table to be customised to suit project (use of key milestones to be adopted).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Planned programme | Duration (weeks) | Actual programme | Variation |
| Stage C signoff |  |  |  |  |
| Stage D signoff |  |  |  |  |
| Planning submission |  |  |  |  |
| Planning approval |  |  |  |  |
| Tender |  |  |  |  |
| Contract award |  |  |  |  |
| Construction start |  |  |  |  |
| Construction completion |  |  |  |  |
| Client fitting out |  |  |  |  |
| Occupation |  |  |  |  |

* Commentary on programme issues.
  1. **Design Process**

Commentary on design issues, consultation with users/clients.

* 1. **Sustainability**

Commentary on projects response to sustainability issues.

1. **Financial**

Identification of budgets (total and construction).

* 1. **Construction Works**
* Insert summary of cost plan or cost report as appropriate to stage of project. Report must indicate change from last report or monthly change if post contract. Report to include direct works, fees, VAT, etc.
* Commentary of key financial matters in the reporting period.
* Cash flow if appropriate.
  1. **Direct Works Budget**

Insert commentary as appropriate.

* 1. **Professional Fees**

Insert summary table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Agreed fee | Changes | Revised fee | Commentary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **VAT**

Insert statement of VAT.

1. **Statutory/Client Approvals**

Note – Delete/supplement as appropriate

* 1. **University Approvals**
  2. **Local Authority Approval**
  3. **NHS Trust**
  4. **Building Regulations**
  5. **Other Funding/Regulatory Bodies**
  6. **Statutory Services**

1. **Procurement**

Insert details of any contracts awarded such as:

* 1. **Enabling Works/Demolition**
  2. **Main Works**
     1. **Phase 1**
     2. **Phase 2**
  3. **Direct Purchase Equipment**

Note – Details will be specific to form of procurement/type of project.

1. **Risks/Opportunities**

Summarise key “live” risks from the project risk register (try to restrict to top 5 risks).

1. **Construction Activity**

Insert summary of activity undertaken in the reporting period since the last report to give an overview of what the contractor is doing on site (aim is to give non project participants a “feel” for what is happening on the project).

1. **Quality**

* Insert details of proposed mock ups for client signoffs/site visits/reference panels.
* Insert details of non-conformances and actions to rectify.

1. **Change Control**

* Insert summary of change requests that have been raised/remain open since last report (tabular format).
* Insert summary of anticipated variations under consideration.

1. **Key Issues/Cause for Concern**

Insert points of note for discussion/consideration by the client.

1. **Actions to be Progressed Next Month**

Insert key issues to be progress in the next month.

* 1. **Project Specific**

Insert issues.

* 1. **General Management**

Insert issues.

1. **Progress Photographs**

Insert progress photos as appropriate (maximum 6 no., 3 per page).

**Appendices**

1. **Programmes**

(Include as appropriate)

* 1. Master programme
  2. Construction programme
  3. Decanting/University fitting out

Note – All programmes to show progress via ‘jagged line’ at date within one week of report issue date.

1. **Risk Register**

Include copy of current register with changes since last report highlighted.

1. **Change Control Log**

Include full change control log from commencement of project/setting up of change control.

1. **Client Equipment Status Report**

Tabular form to be included:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment supplier | Order date | Status | Key issues | Lead in times | Installation date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Cost Plan/Cost Report**

Insert QS cost report if appropriate.