

PROJECT • WEEKLY REPORT

Weekly Report Pack

Week Ending: [DD MMM YYYY] Report No: WR-000

Programme: On track	Budget: Controlled	Risks: 1 open
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Project details

PROJECT		ADDRESS	
CLIENT		ARCHITECT	
CONTRACT ADMIN		SITE LEAD	
WORKING HOURS		ACCESS / LOGISTICS	

Executive summary

- Overall progress and key completed items.
- Any decisions required this week.
- Programme/budget movements and key risks.

Progress this week

AREA / ELEMENT	ACTIVITY	STATUS	NOTES / EVIDENCE

Lookahead (next 2 weeks)

WEEK	PLANNED ACTIVITIES	DEPENDENCIES	OWNER

Key decisions required

DECISION	REQUIRED BY	OWNER	IMPACT IF LATE

Variations log summary

VO REF	DESCRIPTION	ISSUED	COST (EX VAT)	STATUS

RFI log

RFI REF	QUERY (SUMMARY)	TO	ISSUED	DUE	STATUS

Risks and issues

ID	RISK / ISSUE	MITIGATION	OWNER	STATUS

Health and safety

- Site induction completed for all operatives (record held on file).
- Incidents / near misses this period: [None].
- Permits to work in place for: [Hot works].

Quality and inspections

- Hold points / inspections completed: [e.g. waterproofing, first fix, fire stopping].
- Outstanding inspections scheduled: [details].

Photos (by area)

[Photo 1]	[Photo 2]
[Photo 3]	[Photo 4]
[Photo 5]	[Photo 6]

Sign-off

PREPARED BY	ROLE	DATE	SIGNATURE