

Construction Progress Report Template

A simple, repeatable template for progress reporting. Use one consistent reporting period (weekly or monthly) and attach proof for verified work completed.

Field	Value
Project	
Location / area	
Reporting period	
Report date	
Prepared by	
Distribution	
Schedule baseline / current revision	
Data cut-off (last field update captured)	

Progress tracking rules

- Unit of measure: work packages by area (zones/rooms/floors) or quantities (m²/LF/units).
- Rules of credit: 0/50/100 (default) or weighted steps.
- Evidence standard: photo + checklist + inspection/test + sign-off where required.
- Cadence: daily capture / weekly verification / decisions within the reporting period.

Executive summary

- Where the project stands, key wins, key risks, and schedule/budget impacts.
- Keep it decision-ready. Link to supporting documents when relevant.

Summary item	Impact (schedule/cost)	Owner	Next step / due date

Work completed

- Tasks finished this reporting period, completed milestones, and approved inspections.
- Include what was planned for this period to make variance visible. Attach proof for verified completion.

Work completed	Planned (this period)	Location / area	Proof	Notes

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Work in progress

- Active tasks underway and percent complete using clear rules of credit.
- Highlight handoffs and what is needed to keep the plan executable.

Work in progress / active tasks	Location / area	% complete	Next handoff / date	Notes

Look-ahead schedule

- Next 1–4 weeks, planned activities, and required resources.
- Call out dependencies that affect the construction schedule.

Planned activity	Location / area	Week	Required resources	Risks / constraints

Issues, risks, constraints

- What is blocking work, who owns it, due dates, and potential delays.
- Add a 'needed by' date so constraints are removed before they become schedule-critical.

Issue / risk / constraint	Impact	Owner	Needed by	Due date	Mitigation

Change events

- Pending or approved changes affecting scope, cost, or schedule.
- Reference the change ID and decision status.

Change event	Status	Cost impact	Schedule impact	Notes

Quality inspections

- Inspections completed, results, and corrective actions.
- Link to inspection records where possible.

Inspection / QA item	Location / area	Result	Corrective action	Owner / due date

Safety summary

- Incidents, near misses, safety observations, and safety issues.
- Capture what changed and what needs follow-up.

Safety item	Location / area	Severity	Action / owner	Notes

Costs snapshot

- Weekly: track cost signals that drive decisions (labor hours vs plan, major material receipts, rework risk, change exposure).
- Monthly: roll up full cost reporting if required by contract/controls.

Cost category	Budget	Actual costs	Variance	Notes

Photos + supporting documents

- Visual evidence, site conditions, and key installs.
- Keep captions factual: what, where, when.

Photo / document	Caption	Location / area	Date	Link or reference

Decisions + next steps

- What was decided this period, who owns what next, and deadlines.
- Write decisions as actions, not meeting notes.

Decision / next step	Owner	Due date	Notes

Attachments / links

- Drawings, logs, schedules, and RFI/submittal references if needed.
- Use stable reference IDs so items can be found later.

Attachment / link	Description	Reference ID	Notes