

COMPANY

Monthly Progress Report No. 0

16 March 2006

Project Title goes here ...

Client Name goes here ...

Client Location goes here ...

Company Job No. 9999-99

Submitted by :

PM's Name goes here ...
Project Manager

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1. Project Summary

1.1 Synopsis

This paragraph shall be a concise, condensed statement of activities undertaken in narrative form suitable for senior management appraisal.

It shall cover:

- *General status of the project highlighting major (engineering, procurement and construction) events accomplished in relation to the original plan.*
- *Any major changes in scope and their effects on productivity, progress and costs.*
- *Major problems affecting planned progress and costs.*
- *Overall home office % completion against % plan.*
- *Overall construction % completion against % plan.*
- *On reimbursable services projects:*
 - *manhours expended over the reporting period and total cumulative manhour expenditure;*
 - *total manhour forecast and approved budgets for home office and construction management.*

2. Areas of Concern and Remedial Actions

2.1 *Address areas of concern and remedial actions on an itemized basis per engineering, procurement and construction discipline.*

3. Engineering

3.1 Process Engineering

A brief description of the work and major activities started or accomplished during the reporting period as well as the intended activities for the next period. Address problems only if they are considered to be major.

% completion vs % plan.

3.2 Project and Authority Engineering

As 3.1 per specialist discipline as follows:

- *Project Engineering;*
- *Authority Engineering.*

3.3 Design Engineering

As 3.1 per specialist discipline as follows:

- *Mechanical (including Insulation & Painting);*
- *Piping;*
- *Civil/Structural/Architectural;*
- *Electrical;*
- *Instrumentation/Control Systems;*

4. Procurement

4.1 Status of Equipment and Bulk Materials

A tabulation of the status of equipment and bulk materials as per typical example.

Description	Units	Estimated Quantity	Issued for Inquiry	Purchased	Received at Site
<u>Equipment</u>		<i>(insert status)</i>			
Columns	(A) pieces	---	---	---	---
Reactors	(M) pieces	---	---	---	---
Drums/Vessels	(M) pieces	---	---	---	---
Exchangers	(T) pieces	---	---	---	---
Compressors	(P) pieces	---	---	---	---
Pumps	(P) pieces	---	---	---	---
Filters	(G) pieces	---	---	---	---
Special	(G) packages	---	---	---	---
Heaters	(H) packages	---	---	---	---
Total Equipment		+ _____	+ _____	_____	+ _____
 <u>Bulk Materials</u>					
Fire Protection	pieces	---	---	---	---
Piping	tons	---	---	---	---
Structural Steel	tons	---	---	---	---
Concrete (excl. paving)	m ³	---	---	---	---
Electrical (A-H)	pieces	---	---	---	---
	m cable	---	---	---	---
Control Systems (CV's)	pieces	---	---	---	---
	m cable	---	---	---	---
Analyzers	pieces	---	---	---	---
DCS	pieces	---	---	---	---

4.2 Procurement Status Summary

A tabulation of the summary as per typical example.

Description	Estimated Requisitions	Issued for Inquiry	Bid Tabs Issued for Approval	Bid Tabs Approved	PO's Placed
<u>Material Status</u>			<i>(insert status)</i>		
Static Equipment	---	---	---	---	---
Rotating Equipment	---	---	---	---	---
Piping	---	---	---	---	---
Electrical	---	---	---	---	---
Control Systems	---	---	---	---	---
Total	+ _____	+ _____	+ _____	_____	+ _____
<u>Sub-Contract Status (Construction)</u>					
Civil/Structural/Architectural	---	---	---	---	---
Mechanical/Piping	---	---	---	---	---
U/G Electrical/Instrumentation	---	---	---	---	---
A/G Electrical/Instrumentation	---	---	---	---	---
Painting/Insulation	---	---	---	---	---
Other Minor Subcontracts	---	---	---	---	---
Total	+ _____	+ _____	+ _____	_____	+ _____

4.3 Activity Report

As 3.1 per group as follows:

- *Purchasing;*
- *Inspection;*
- *Expediting.*

4.4 Status of Critical Deliveries

Analysis of critical deliveries - current forecast vs required at site (RAS) dates.

4.5 Subcontracts

As 3.1.

5. Construction

5.1 Summary Status and Progress

The progress achieved versus planned progress.

A brief description of work started or accomplished during the reporting period as well as intended actions for next period.

This section should include a write-up on site safety and security, and should include an accident status in narrative form.

5.2 Activity Report

A brief description per trade or subcontract on status including intended actions for next period and problems, if any.

% complete versus % planned progress.

5.3 Site Safety and Security

Safety statistics for this period and cumulative to date.

Security issues (if any).

5.4 Construction Staff/Labor

Actual manpower at site:

- *staff;*
- *labor per subcontract;*
- *labor total.*

5.5 Extra Work Authorization Status

As applicable.

6. Awaited Information

Summary of urgent information/documents required for Company to continue to meet scheduled progress e.g. overdue client approvals, licensor's data and client data.

7. Financial and Change Order Status

7.1 Contract Price

Provide tabulation giving:

- *original contract price;*
- *itemized approved change orders;*
- *current contract price.*

7.2 Invoice Status

Provide tabulation giving:

- *installment nos.;*
- *invoice issue dates;*
- *invoice amounts;*
- *payment due dates;*
- *actual payment dates;*
- *cumulative payments received.*

7.3 Change Order Status

Provide tabulation of Change Notice and Change Order registers and status.

8. Project Controls

For projects where the contract is for lumpsum services or lumpsum EPC, the information given in this section or referenced in attachments shall be presented in such a way that neither manhour budgets nor actual manhour consumption can be construed.

8.1 Planning and Scheduling

A brief description of the work and major activities started or accomplished during the reporting period as well as the intended activities for the next period.

8.2 Progress

Description on schedule status for engineering, procurement and construction. Address main items.

Summary statements on project's progress in home office and construction.

Reference to following attachments:

- overall curve home office "banana" curves;
- overall curve construction early/late.

8.3 Manpower

Reference to following attachments:

- histograms - home office;
- manpower forecast home office versus budget; *
- histograms construction management and labor;
- manpower forecast construction management and labor versus budget. *

** not for lumpsum contracts*

9. Quality and Safety

9.1 Reviews

A summary of reviews and studies carried out (e.g. P&ID's, plotplan, model, HAZOP) together with significant conclusions.

9.2 Quality

A summary of quality audits carried out together with significant conclusions.

9.3 Safety

A summary of safety reviews, audits, inductions and/or actions carried out together with significant conclusions.

10. Attachments

Attachments should typically include the following (according to the applicable stage of the project):

- *master barchart schedule (level 1) (with sawtooth status);*
- *key project milestones (planned/actual/forecast);*
- *home office services manpower;*
- *home office services progress curve;*
- *equipment requisition tracking curve;*
- *pipng requisition tracking curve;*
- *electrical requisition tracking curve;*
- *instrumentation requisition tracking curve;*
- *subcontracts tracking curves;*
- *pipng ISO release curves;*
- *equipment delivery curve;*
- *main equipment key date tracking report;*
- *material status report;*
- *inspection status report;*
- *spare parts tracking report (planned/actual/forecast);*
- *overall construction manpower;*
- *overall construction progress curve;*
- *detail construction progress curves;*
- *piling release & installation curves;*
- *concrete release & installation curves;*
- *steel release & installation curves;*
- *underground pipng release & installation curves;*
- *pipng prefabrication & installation curves;*
- *nozzle availability curve;*
- *test package curve;*
- *loop testing curve;*
- *system handover dates (planned/actual/forecast);*
- *construction photographs.*

Distribution :

Client Name goes here ... :

Company :

Mail Station