

M1-4.3-VECC-6 ATTACHMENT 1 – RECOMMENDED REPORTING

FORM OF WEEKLY AND MONTHLY PROGRESS REPORTS

Each Weekly and Monthly Progress Report, at a minimum, must cover all of the following subject matters:

Table of Contents

Section 1	Executive Summary
Section 2	Overall Project Status
	Major Milestones achieved
	EVMS summary and conclusions
	Encountered problems in this period or anticipated problems in upcoming periods
	Results of prior improvement actions undertaken
	Areas for future improvement
	Summary of financial reporting
	Summary of schedule reporting
	Health, safety, and QA/QC reporting highlights
Section 3	Safety and Environmental Compliance
	List of safety related incidents
	Lost man hours due to accidents
	List of initiatives or investigations undertaken in this period
	List of findings or penalties imposed in this period
	Planned goals and accomplishments
Section 4	Quality Control and Quality Assurance
	Log of investigations, observations, open items, closed items
	Non-Conformance or Non-Compliance identified, open or closed in period
	Resolution and corrective actions taken in period

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Section 5

Schedule

Current and Planned Level 1 and Level 2 schedules

Contract and Owner's Standard Milestones planned and achieved

Schedule status oversight – Current Critical Path and Near Critical Paths within 20 working days

Comparison of current Project Schedule to prior period Project Schedule status identifying all variances

Summary comparison of current Project Schedule to Baseline Project Schedule

Known or suspected problem areas which have affected or may affect current Project Schedule

Recovery and mitigation plans

The effect of any RFIs, Proposed Change Orders, or approved Change Orders on the Project Schedule

Section 6

Engineering Status

Deliverables status, including accomplishments and forecast for next period

Actual accomplishments juxtaposed to the prior period forecasts showing all variances

EVMS reporting – planned, earned and actual hours status, curves and histograms

Staffing plan comparison to actual staffing

RFI and COR status

Problems, challenges, concerns and mitigations

Section 7

Procurement Status

List of P.O.s/Sub-subcontracts issued

List of subcontracts/Sub-subcontracts to be submitted for Owner review

Status of major material and equipment purchases (Expediting Report)

Status of major subcontracts/Sub-subcontracts

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EVMS reporting – planned and earned status, curves and histograms

Actual accomplishments juxtaposed to the prior period forecasts showing all variances

Supplier inspections – planned, scheduled, and completed inspections

W/MBE Report– including spend for the period, year-to-date, project-to-date, and estimated total diverse spend.

Problems, challenges, concerns, and mitigations

Section 8 Construction Status

Major accomplishments this period and planned major accomplishments for next reporting period

Actual accomplishments juxtaposed to the prior period forecasts showing all variances

EVMS reporting – planned, earned and actual status, curves, and histograms

Monthly summary of Field Quantity Installation Report

Materials

Received at Site

Installed

Storage area conditions report

Shortages, deficiencies, and problems

Subcontractors

Active at Site

New Mobilization

Demobilized

Problems and concerns

Major equipment mobilization, demobilization, usage and utilization (hours of use)

Manpower by trade and Contractor/Subcontractor

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Labor relations

Problems, challenges, concerns, and mitigations

Compliance with Environmental regulations

Project recycling metrics – period and project-to-date recycling and diversion data including a breakdown by type (for example: wood, concrete, steel, etc.)

Section 9 Financial Summary

Actual and projected costs of the Work

Variances between actual costs and budget

Contractor's and its Subcontractors' approved EVMS reports highlighting Contractor's productivity, quantity installation and man hour expenditures as compared to the Work budget per the approved current Baseline Schedule.

Contractor forecast and trends.

Payment invoicing and accruals status

Recommendations

Section 10 Permitting status and compliance

Section 11 Risk

Current Risk Register

Narrative explaining the current high, medium and low risk and associated cost

Risk mitigation efforts and plans

Section 12 Progress Photos

Individual photos depicting key events, progress, and areas

Standard Progress Photos taken from a pre-selected 10 to 12 locations used throughout the Work duration or as directed by Owner.

Section 13 Attachments:

Monthly Cost Report

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Monthly Cash Flow Forecast and Graph

Monthly Progress (EVMS) Report by discipline and area

Monthly Field Quantity Installation Report

Level 1 Schedule Planned and Current comparison

Level 2 Schedule Planned and Current comparison

Change Control Log

Risk / Opportunity Register

Asset Management Register