

(Form-14)

Outline for Project Progress Report

Report Title Page

- i) Name of Project
- ii) Period that the report covers
- iii) Who prepared the report

Table of Contents page

Executive Summary Page

The executive summary page summarizes the information contained in the report eg. Progress during the report period, delays if any, percentage completion, estimated completion date, overall material procurement by the contractor, contractor equipment and manpower on site, major violations or problems encountered, description of major activities and financial progress.

Main Sections of the Report

1. Project Description

- i) Project: Name and location
- ii) Project Description: Project scope and objectives
- iii) Owner: Name and Address (include contact name, phone, fax)
- iv) Financial Assistance Sources: Include IDB project No, date of approval and grant amount
- v) Consultant: Name and address
- vi) Contractor: Name and address

2. Contract details

- i) Contract description and amount
- ii) Date started and duration
- iii) Components under contract (number of buildings, area & number of floors for each building)
- iv) Details on advance payment guarantee and performance bond (amount and expiration date)

3. Progress Description

- i) Overall progress to-date
- ii) Overall progress since last report
- iii) Detailed progress by trade (civil, structural, architectural and electrical/mechanical). Describe progress against planned schedule and give percentages accomplished. State whether project on schedule and give estimated completion date.
- iv) Describe Materials & equipment procured and stored on site.
- v) State contractor Manpower and equipment on site during the report period and compare to required numbers.

4. *Problems encountered*

- i) Describe problems encountered during the report period and solutions adopted.
- ii) Describe problems not solved and propose solutions.
- iii) List variations to contract documents and Change Orders issued if any.

5. *Financial Progress*

- i) Previous contractors certificates by date and amounts and dates payments received
- ii) Financial progress since last payment certificate and date to be submitted to IDB for payment
- iii) Any pending payment certificate due to the contractor

6. *Quality of work accomplished*

- i) Summary of Laboratory test Reports
- ii) Summary of Consultants Q/C Reports and major violations
- iii) General description of weather during the report period

7. *Summary and Conclusions*

Give an overall assessment of the work progress on site and highlighting the issues to be brought to the attention of the Owner and the IDB. Give an estimate for the completion date for the project.

Appendices***I. Project Photographs (4X6 inches)***

Photographs are to be pasted on A4 size sheets (two photos per sheet if possible) with description under each photograph giving the project component depicted in the photo and the description of the view and date.

II. Graphical representations of progress

- a) A4 size schematic building plans showing progress (use color)
- b) A4 size schematic building section showing progress (use color)