

## Monthly Reports Checklist

To complete this checklist, click on the tick boxes in the approved column corresponding to the activity done. Afterwards, sign the authorisation box and email to the approving Project Manager or similar.

	Provided
<b>Monthly Reports Checklist</b>	
- <b>Executive Summary</b>	
<b>General</b>	
- <b>Scope, Quality and Design</b>	
- <b>Issues eg Safety and Industrial Relations</b>	
- <b>Difficulties eg Risk and Compliance</b>	
- <b>Decisions / Endorsements</b>	
<b>Program</b>	
- <b>Progress Against Approved Program</b>	
- <b>Delays</b>	
- <b>Extensions of Time</b>	
- <b>Practical Completion</b>	
- <b>Future Actions</b>	
<b>Cost Report</b>	
- <b>Project Budget</b>	
- <b>Variations</b>	
- <b>Net Surplus/Deficit</b>	
- <b>Cash Flow</b>	
- <b>Recurrent Cost Issues</b>	
- <b>Progress Claims</b>	
- <b>Contingency Sum</b>	
- <b>Provisional Sums</b>	

## Monthly Reports Authorisation

Certified by	
Principal Consultant	Date

Endorsed by	
Consultant Project Manager	Date

Checked by	
CPSP Project Manager	Date