

CONSULTANT'S MONTHLY PROGRESS REPORT: STANDARD FORMAT

SECTION		SUB-SECTION	DESCRIPTION
	COVER SHEET		
1	EXECUTIVE SUMMARY		<i>A one page summary, including progress over the reporting period, overall progress to date, work completed/ in progress and significant Contract events occurring or in progress over the reporting period</i>
2	CONTRACT PARTICULARS:		<ul style="list-style-type: none"> - Employer Name - Consultant Name - Contractor Name - Commencement Date - Original Completion Date - Revised Completion Date - Contract Amount - Revised Contract Amount - Defects Liability Period - Financing Organisations - General Layout Plan
3	PROJECT DESCRIPTION	3.1 Location Plan	<i>Location within Lebanon</i>
		3.2 Site Plan	<i>Showing names of villages, towns, major structures and intersections</i>
		3.3 Description of the Works	<ul style="list-style-type: none"> - Road classification, name and number of lanes - Description of major structures - Number and type of other structures - Number of culverts - Other significant features
		3.4 Financial Status	<i>A chart showing current and forecast cash flow. Include revisions arising from variations and extensions of time</i>
4	WORKS PROGRESS	4.1 Progress During the Reporting Period	<i>A narrative, including descriptions of delays and percentage completion over the reporting period</i>
		4.2 Progress Status Since the Start of Works	<i>A narrative, including descriptions of delays and percentage completion since the start of works</i>
5	WORKS PROGRAMME	5.1 General	<i>Details of the Contractor's programme submittals</i>
		5.2 Works Progress vs Programme	<i>One A3 page copy of the Contractor's outline programme of works in MS Project or Primavera Format, including progress to date</i>
		5.3 Delays	<i>Description of delays and estimate of time lost</i>

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		5.4 Extensions of Time	<i>Details, including status, time period and dates of Contractor's claims and notices to claim for time extensions</i>
6	CONTRACT RECORDS	6.1 Engineer's Staff	<i>Monthly record</i>
		6.2 Plant & Equipment	<i>Contractor's plant & equipment currently on site compared to the list submitted in the tender</i>
		6.3 Contactor's Site Personnel	<i>Contractor's personnel on site compared to the list submitted in the tender</i>
7	FINANCIAL PROGRESS	7.1 Monthly Payment Certificates: Contractor	<i>List of Contractor's Monthly Payment Certificates submitted to date showing amounts, dates submitted, dates paid and cumulative totals</i>
		7.2 Monthly Payment Certificates: Consultant	<i>List of Consultant's Monthly Payment Certificates submitted to date showing amounts, dates submitted, dates paid and cumulative totals</i>
		7.3 Contract Variations	<i>Details, including costs and dates of proposed and anticipated variations and status of each variation</i>
		7.4 Claims	<i>Details, including costs and dates of Contractor's claims, notices to claim & proposed possible future claims</i>
		7.5 Forecast Cost to Completion	<i>Including the effects of claims and variations</i>
8	EXPROPRIATION STATUS	8.1 Summary	<i>Total number of expropriated plots at start of Contract, number of additional plots required for completion, number of plots entered since the start of the Contract & over the reporting period & number of entry refusals</i>
		8.2 Expropriation Schedule	<i>Table detailing expropriated plots not entered. To include plot number, location, reason for entry refusal & action taken to date.</i>
9	QUALITY CONTROL	9.1 Material Test Results	<i>Include schedule of tests completed in the reporting period</i>
		9.2 Non Compliances & Action	<i>Detail action taken on non-compliances</i>

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