

Site Progress Monitoring Report

Project Name

Site Location

Date

Prepared By

Report Period

e.g. Week 1, June 2024

1. Executive Summary

Summarize overall site progress and key highlights...

2. Work Completed This Period

Describe completed tasks, milestones or stages...

3. Work Planned for Next Period

Outline planned tasks for the upcoming period...

4. Issues & Risks

List any issues, challenges, or risks encountered...

5. Resources & Manpower

Summarize workforce, equipment used, and key contacts...

6. Photos / Attachments

Reference attached files or photos (if applicable)...

Additional Comments

