|  |  |
| --- | --- |
| **Contractor** | [Insert text here] |
| **Monthly Report** | [Insert text here] | **Project Name** | [Insert text here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |

|  |  |
| --- | --- |
| 1. | Contract summary |
| Contractor | [Insert text here] |
| Administrator | [Insert text here] |
| Current Date for Practical Completion(as of) | [Insert date here] | [Insert date here] |
| Expected date of Practical Completion(as of) | [Insert date here] | [Insert date here] |
| 2. | Contract costs versus allocation |
| Currently, Works totalling approximately [insert text here] % of the Contract Sum have been completed. Cumulative variations to this date total approximately [insert text here] % of the original Contract Sum ($[insert Original Contract Value here]).If the Contract has multiple Separable Portions (SP), indicate the completion of each SP. |
| Also include things like:* Is the Final Cost expected to exceed the approved amount? Are you going to need more approval for the Contract and/or the project?
 |
| 3. | Milestones completed |
| [Insert text here] |  |
| [Insert text here] |  |
| [Insert text here] |  |
| [Insert text here] |  |
| 4. | **Forecast Works for next month** |
| [Insert text here] |  |
| [Insert text here] |  |
| [Insert text here] |  |
| [Insert text here] |  |
| 5. | **Construction program** |
| A copy of the most recent short term rolling program is attached. |
| The original construction program is still current / has been revised and approved (GCoC Clause 33.4.). |
| 6. | **Date / time of next Site meeting** |
|  |
| 7. | **Other issues** |
| [Insert text here] | Make a note of and/or give status on any Major issues (that is, those worth noting that Manager (Program Delivery) and/or District Director would need to be aware of). |
| Issues could relate to such things as design, disputes, relationships, public relations, political issues, traffic, safety, environmental, major non‑conformances, breaches of contract and so on. |
| Report completed by |  |
| Date |  |