|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |  | |