Work progress report

TEMPLATE TO COMPLETE — not a report from an actual project. Adjust the fields and reporting frequency to the agreed scope.

Project / city / country

Report date and period / author

Zone / grid lines / drawing and revision

Completed work

Scope, location, quantity and unit; reference to the agreed measurement method.

Checks and photographs

Connections checked, concealed work, photo references and location. Separate installation issues from material damage.

Obstacles and changes

Description, effect on scope or schedule, decision-maker and approval status. The report alone does not authorise additional work.

Next work area

Planned work, required materials and equipment, and workfront readiness. Responsible person and confirmation date.

Items to close

Location, action, owner, deadline and evidence of completion.

Sent to / date / acknowledgement of receipt

The report records communication. It does not replace a handover certificate, change approval or design documentation. Do not include unnecessary personal data; share photographs only with authorised recipients.