

Template E-003	version 1.00	Dated Sep 2005	Q Code 1/1/1
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WEEKLY PROGRESS REPORT

<i>Project</i>	<i>ID</i>	<i>Dated</i>
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This Template is the First Page of the Weekly Progress Report prepared by the Lead Consultant

#	Documents	Measures				Remarks
		90%	80%	70%	Below	
1.1	Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conclusion of STC measures
1.2	Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signing off & filling all needful contracts
1.3	Change Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved changes against requests
1.4	Schedule Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Done work against planned
1.5	Cost Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Value of work done against planned
1.6	Acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Granted approvals against requests
1.7	Submittals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filled request against planned
1.8	Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filled request against planned
1.9	Risk Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAX against filled events
1.10	Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violations against days of performance

1	Visualization Records	General Registry
2	Tracking Report	Daily records of work done
3	Logs	Scope, Schedule & Cost
4	Significant Communications	Representatives and delegates
5	Project Directory	Wherever contractual merit involved

<i>PM Team Member</i>	<i>Main Contractor</i>	<i>Lead Consultant</i>	<i>Project Manager</i>
<i>Signature</i>	<i>Signature</i>	<i>Signature</i>	<i>Signature</i>