

# Construction Progress Report

Period summary the client actually reads: done, in progress, risks.

**How to use:** lead with completed work (clients read that first); keep the narrative to 3–5 sentences; every risk needs an owner and a date.

REPORTING PERIOD (FROM – TO)

OVERALL COMPLETION %

PREVIOUS REPORT NO.

## Executive summary

3–5 sentences

## Completed this period

| Location | Item | Photo ref. | Date |
|----------|------|------------|------|
|          |      |            |      |
|          |      |            |      |
|          |      |            |      |
|          |      |            |      |
|          |      |            |      |
|          |      |            |      |
|          |      |            |      |

## In progress

| Location | Item | Assignee | Expected |
|----------|------|----------|----------|
|          |      |          |          |
|          |      |          |          |
|          |      |          |          |
|          |      |          |          |
|          |      |          |          |

## Risks & blockers

| Risk | Impact | Action / owner | By when |
|------|--------|----------------|---------|
|      |        |                |         |
|      |        |                |         |
|      |        |                |         |
|      |        |                |         |

## Plan next period

| Item |
|------|
|      |
|      |

|  |
|--|
|  |
|  |

|                                           |                                  |
|-------------------------------------------|----------------------------------|
| Prepared by — name, role, signature, date | Received — client representative |
|-------------------------------------------|----------------------------------|



**Tired of filling this by hand?**

Drop photo & voice pins on your plan on site — PinMy keeps every finding in place, assigned and trackable. Free to start  
→ scan or visit [pinmy.co](https://pinmy.co)