|  |  |  |
| --- | --- | --- |
| **[Company]**[Company Address] | Tel:Fax: | [Company Phone][Company Fax][Company E-mail] |
| May 19, 2015 | [Ref. number]Marc Arnecke, PMP |

|  |
| --- |
| [Project Name] |

|  |
| --- |
| [Sub-Project, phase, etc.] |
| Monthly Performance Report for mmm/yyyy |
| [Project Short Description] |

Table of Contents

[1. Introduction 1](#_Toc419815870)

[A. Project Overview 1](#_Toc419815871)

[B. Project Directory 1](#_Toc419815872)

[C. Phasing 1](#_Toc419815873)

[D. Scope of Works 1](#_Toc419815874)

[E. Executive Summary 1](#_Toc419815875)

[2. Project Status 2](#_Toc419815876)

[A. Project Traffic Light 2](#_Toc419815877)

[B. Project Financial Status 2](#_Toc419815878)

[I. Actual Situation as of Cut-off-Date of this Report 2](#_Toc419815879)

[II. Actual Situation as of Cut-off-Date of this Report 2](#_Toc419815880)

[III. Forecast 3](#_Toc419815881)

[C. Project Status Comments 3](#_Toc419815882)

[3. Milestones & Achievements 4](#_Toc419815883)

[A. Milestones 4](#_Toc419815884)

[B. Achievements 4](#_Toc419815885)

[I. Achievements Made During Reporting Period 4](#_Toc419815886)

[II. Achievements Missed During Reporting Period (with Reason) 4](#_Toc419815887)

[4. Progress Forecast 5](#_Toc419815888)

[A. To be Achieved Until Next Report 5](#_Toc419815889)

[B. Constraints 5](#_Toc419815890)

[I. Pending Decisions 5](#_Toc419815891)

[II. Changes 5](#_Toc419815892)

[III. Issues 5](#_Toc419815893)

[IV. Others 5](#_Toc419815894)

[5. Risks 6](#_Toc419815895)

[A. New Risks 6](#_Toc419815896)

[I. Probability 6](#_Toc419815897)

[II. Impact 6](#_Toc419815898)

[III. Trigger 6](#_Toc419815899)

[IV. Solution 6](#_Toc419815900)

[B. Risks on Record Requiring Attention Until Next Report 6](#_Toc419815901)

[6. Quality 7](#_Toc419815902)

[A. Summary 7](#_Toc419815903)

[B. Non-Conformance 7](#_Toc419815904)

[I. Observation 7](#_Toc419815905)

[II. Corrective Action 7](#_Toc419815906)

[III. Quality Improvement 7](#_Toc419815907)

[C. Statistics & Trends 7](#_Toc419815908)

[D. Areas of Concern 7](#_Toc419815909)

[7. Health & Safety 8](#_Toc419815910)

[A. Summary 8](#_Toc419815911)

[B. Non-Conformance 8](#_Toc419815912)

[IV. Observation 8](#_Toc419815913)

[V. Corrective Action 8](#_Toc419815914)

[VI. Quality Improvement 8](#_Toc419815915)

[C. Statistics & Trends 8](#_Toc419815916)

[D. Areas of Concern 8](#_Toc419815917)

[8. Environmental 9](#_Toc419815918)

[A. Summary 9](#_Toc419815919)

[B. Non-Conformance 9](#_Toc419815920)

[I. Observation 9](#_Toc419815921)

[II. Corrective Action 9](#_Toc419815922)

[III. Quality Improvement 9](#_Toc419815923)

[C. Statistics & Trends 9](#_Toc419815924)

[D. Areas of Concern 9](#_Toc419815925)

# Introduction

## Project Overview

[...]

## Project Directory

|  |  |
| --- | --- |
| **Client:** | [...] |
| **Client Representative:** | [...] |
| **Developer:** | [...] |
| **Main-Contractor:** | [...] |
| **Designer:** | [...] |
|  |  |
|  |  |
|  |  |

## Phasing

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Baseline Start** | **Baseline End** | **Forecasted Finish** |
| [Phase I – Design] | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy |
| [Phase II – Build] | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy |
| [Phase III – T&C] | dd/mm/yyyy | dd/mm/yyyy | dd/mm/yyyy |

## Scope of Works

[High level scope description “Design and build 2 residential tower…”]

## Executive Summary

[...]

# Project Status

## Project Traffic Light

|  |  |  |
| --- | --- | --- |
|  | **Traffic Light** | **Brief Comment for any Amber or Red Items** |
| **Design** | Amber | Design changes due to new requirements |
| **Mobilization** | Green |  |
| **Procurement** | Amber | Suppliers do not comply with their delivery times as committed |
| **Construction** | Red | Negatively impacted by design and procurement |
|  |  |  |
|  |  |  |
|  |  |  |

## Project Financial Status

1. Actual Situation as of Cut-off-Date of this Report

|  | **EURO** | **Brief Comment** |
| --- | --- | --- |
| **Planned Value (PV)** | 11,222,333 |  |
| **Earned Value (EV)** | 9,444,555 |  |
| **Actual Cost (AC)** | 8,666,777 |  |
| **Budget at Completion (BAC)** | 20,000,000 |  |

1. Actual Situation as of Cut-off-Date of this Report

|  | **EURO** | **Brief Comment** |
| --- | --- | --- |
| **Analysis** |
| **Cost Variance (CV)**(CV = EV - AC) | 1,777,778 |  |
| **Cost Performance Index (CPI)**(CPI = EV / AC) | 1.09 |  |
| **Schedule Variance (SV)**(SV = EV - PV) | -1,777,778 | Project in delay |
| **Schedule Performance Index (SPI)**(SPI = EV / PV) | 0.84 | Acceptable tolerance level undershot |

1. Forecast

|  | **EURO** | **Brief Comment** |
| --- | --- | --- |
| **Estimate at Completion (EAC)**(EAC = BAC / CPI) | 18,348,623 |  |
| **Estimate to Complete (ETC)**(ETC = EAC – AC) | 9,681,846 |  |
| **Variance at Completion (VI)**(VI = BAC – EAC) | 1,651,377 |  |

## Project Status Comments

[...]

# Milestones & Achievements

## Milestones

The following notations have been used in the milestone table:

| **Milestone** | **Baseline** | **Actual** | **Status** |
| --- | --- | --- | --- |
| **~~Permit~~** |  |  |  |
| ~~Municipality~~ | ~~01/03/2015~~ | ~~28/02/2015~~ | ~~Completed~~ |
| ~~Civil Defence~~ | ~~01/04/2015~~ | ~~15/03/2015~~ | ~~Completed~~ |
| **Design**  |  |  |  |
| ~~Preliminary Design~~ | ~~01/11/2014~~ | ~~15/11/2014~~ |  |
| ~~Prel. Design Approval~~ | ~~10/12/2014~~ | ~~29/12/2014~~ |  |
| ~~Detailed Design~~ | ~~25/01/2015~~ | ~~15/02/2015~~ |  |
| ~~Detailed Design Approval~~ | ~~25/02/2015~~ | ~~25/02/2015~~ |  |
| **Mobilization** |  |  |  |
| Fencing |  |  |  |
| Offices |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Achievements

1. Achievements Made During Reporting Period

[...]

1. Achievements Missed During Reporting Period (with Reason)

[...]

# Progress Forecast

## To be Achieved Until Next Report

[...]

## Constraints

1. Pending Decisions

[...]

1. Changes

[...]

1. Issues

[...]

1. Others

[…]

# Risks

## New Risks

1. Probability

[…]

1. Impact

[...]

1. Trigger

[…]

1. Solution

[…]

## Risks on Record Requiring Attention Until Next Report

[…]

# Quality

## Summary

[…]

## Non-Conformance

1. Observation

[…]

1. Corrective Action

[…]

1. Quality Improvement

[…]

## Statistics & Trends

[…]

## Areas of Concern

[…]

# Health & Safety

## Summary

[…]

## Non-Conformance

1. Observation

[…]

1. Corrective Action

[…]

1. Quality Improvement

[…]

## Statistics & Trends

[…]

## Areas of Concern

[…]

# Environmental

## Summary

[…]

## Non-Conformance

1. Observation

[…]

1. Corrective Action

[…]

1. Quality Improvement

[…]

## Statistics & Trends

[…]

## Areas of Concern

[…]