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May 19, 2015

[Ref. number]  
Marc Arnecke, PMP

## [Project Name]

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*[Sub-Project, phase, etc.]*

### Monthly Performance Report for mmm/yyyy

[Project Short Description]



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# 1. INTRODUCTION

## A. Project Overview

[...]

## B. Project Directory

<b>Client:</b>	[...]
<b>Client Representative:</b>	[...]
<b>Developer:</b>	[...]
<b>Main-Contractor:</b>	[...]
<b>Designer:</b>	[...]

## C. 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

## D. Scope of Works

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

## E. Executive Summary

[...]



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## 2. PROJECT STATUS

### A. 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

### B. Project Financial Status

#### I. 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	

#### II. Actual Situation as of Cut-off-Date of this Report

	EURO	Brief Comment
<b>Analysis</b>		
Cost Variance (CV) (CV = EV - AC)	1,777,778	
Cost Performance Index (CPI) (CPI = EV / AC)	1.09	



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	<b>EURO</b>	<b>Brief Comment</b>
<b>Schedule Variance (SV)</b> (SV = EV - PV)	<b>-1,777,778</b>	Project in delay
<b>Schedule Performance Index (SPI)</b> (SPI = EV / PV)	<b>0.84</b>	Acceptable tolerance level undershot

**III. Forecast**

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

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**C. Project Status Comments**

[...]



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### 3. MILESTONES & ACHIEVEMENTS

#### A. Milestones

The following notations have been used in the milestone table:

Milestone	Baseline	Actual	Status
<b>Permit</b>			
Municipality	01/03/2015	28/02/2015	Completed
Civil Defence	01/04/2015	15/03/2015	Completed
<b>Design</b>			
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	
<b>Mobilization</b>			
Fencing			
Offices			

#### B. Achievements

I. Achievements Made During Reporting Period

[...]

II. Achievements Missed During Reporting Period (with Reason)

[...]



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## **4. PROGRESS FORECAST**

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### **A. To be Achieved Until Next Report**

[...]

---

### **B. Constraints**

#### **I. Pending Decisions**

[...]

#### **II. Changes**

[...]

#### **III. Issues**

[...]

#### **IV. Others**

[...]





## **5. RISKS**

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### **A. New Risks**

#### **I. Probability**

[...]

#### **II. Impact**

[...]

#### **III. Trigger**

[...]

#### **IV. Solution**

[...]

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### **B. Risks on Record Requiring Attention Until Next Report**

[...]



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## 6. QUALITY

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### A. Summary

[...]

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### B. Non-Conformance

#### I. Observation

[...]

#### II. Corrective Action

[...]

#### III. Quality Improvement

[...]

---

### C. Statistics & Trends

[...]

---

### D. Areas of Concern

[...]



## **7. HEALTH & SAFETY**

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### **A. Summary**

[...]

---

### **B. Non-Conformance**

#### **IV. Observation**

[...]

#### **V. Corrective Action**

[...]

#### **VI. Quality Improvement**

[...]

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### **C. Statistics & Trends**

[...]

---

### **D. Areas of Concern**

[...]



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## **8. ENVIRONMENTAL**

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### **A. Summary**

[...]

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### **B. Non-Conformance**

#### **I. Observation**

[...]

#### **II. Corrective Action**

[...]

#### **III. Quality Improvement**

[...]

---

### **C. Statistics & Trends**

[...]

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### **D. Areas of Concern**

[...]