MONTHLY PROGRESS REPORT SUMMARY[[1]](#footnote-1)

|  |  |
| --- | --- |
| **Project Title** | Please write here |
| **Contract No.** | Please write here |
| **Employer** | Please write here |
| **Contractor** | Please write here |
| **Reporting Month** | Please write here |
| **Reported by** | Please write here |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Milestone no.** | **Milestone Description** | **Accomplishment (%)** | | | **Planned activities for the Month** | **Approval Status** |
| **Previous Month** | **This Month** | **To date** |
| 1. | Site Clearing | 0% | 100% | 100% | None | Approved |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Reviewed by** | DPM |
| **Approved by** | PM |

1. This report is intended to provide an advance measurement information to the PM and/or partners pending the Contractor’s fully detailed monthly report and statements in accordance with the contract requirements. In this regard, therefore, the template can be tailored and expanded to suite project specific needs [↑](#footnote-ref-1)