# 3T04 MONTHLY PROGRESS REPORT

**Organisation:** *(insert name of client organisation)*

**Programme:** *(insert the name of the infrastructure/maintenance programme)*

**Province:** *(insert province/s which report is applicable to)*

**Report for Month ending**: (*insert month for which information is provided)*

**Reported by**: *(INSERT name, capacity and organisation)*

**Report for: (***insert for province /PIA/Project – if project report give project name and number and PIA)*

1. **SUMMARY OF PROGRESS**

1.1 **Short Term Action Plan & Milestone Progress**

*(Provide progress on items actioned in the previous month’s Short Term Action Plan e.g. Business Plan for x finalized etc)*. *Also make comments on the Achievement Management Schedule and attach the updated AMS*

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone Progress | | | |
|  | Total No. of Projects (A) | **4** | |
| **No** | **Milestone** | **No. of Projects Achieved Milestone (B)** | **% of Projects Achieved Milestone ((B/A)\*100)** |
| 1 | Project Manager appointed | 2 | 50% |
| 2 | Project Steering Committee established & empowered | 1 | 25% |
| 3 | Project Design & Tender Documentation submitted |  |  |
| 4 | Project Design & Tender Documentation approved |  |  |
| 5 | Projects tendered |  |  |
| 6 | Construction contracts awarded |  |  |
| 7 | Construction work commenced |  |  |
| 8 | Construction work completed |  |  |
| 9 | Project handed over to client |  |  |
| 10 | Project Handover Report issued |  |  |
| 11 | Defects liability period complete |  |  |
| 12 | Retention released |  |  |
| 13 | Post Completion Report issued |  |  |

1.2 **Progress**

**1.2.1 Implementation Progress**

*General progress in each PIA/project area and any general problems - i.e. report progress on programme or ahead, or behind – if behind give reasons why, what action will be taken to catch up and whether it will be possible to catch up)*

**Project Physical Progress**

|  |  |  |
| --- | --- | --- |
| **Project** *(insert project numbers & names)* | **% Physical Progress** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note alternatively if more appropriate attach a project schedule

***Project Progress Summary***

|  |  |  |
| --- | --- | --- |
| % Completeness | No. of projects |  |
| 0 to 10%  10% to 20%  20% to 40%  40% to 60%  60% to 80%  80% to 90%  90 % to 99%  100% Complete | A (insert No. of projects in each category of completeness) |  |
| TOTAL |  |  |

**1.2.2 Design and Tender Documentation Progress**

*Comment on progress and general problems etc. with each PIA/project area.*

**1.2.3** **Financial Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **PIA l/Project Name** | **Budget** | **Expenditure** | **% Expenditure** |
| (*insert PIA /project names)* | *(insert budget per PIA/Project)* | (*insert expenditure per PIA/Project)* | *(insert %*  *expenditure/*  *budget per PIA/Project)* |

Note alternatively if more appropriate attach a project schedule

1.2 **Social Impact and Employment Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PIA/Project Name** | **% Expended on Community Labour** | **Total No. of People employed** | **% Women**  **employed** | **%**  **Youth**  **employed** | **% Disabled** | **Sustainable Jobs Created** |
| *(insert PIA /project names)* | *(insert amount per PIA/Project))* | *(insert total no. employed per PIA/Project))* |  |  |  |  |

2. **PROBLEMS AND RESOLUTION ACTION**

*(Insert in the report*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Problem** | **Proposed Action to Resolve Problem** | **By When** | **By who** |
| (*describe the problem – what, where, why, how)* | *(describe the action steps to resolve the problem and who is required to carry out the action, by when)* | *By when will the problem be solved* | *Who is responsible for each action* |

3. **PROJECT DETAILS**

*Attach the Project Schedule*.

4. **INFORMATION REQUIRED**

List any information required *– i.e. what information is required, from whom, by when*

5. **SUCCESS STORIES**

*Provide DETAILS of success stories both with respect to:*

***Projects****: which projects are significant in terms of their impact in the community and employment creation.*

***Human***

***Interest*** *quote some human interest stories of social impact within the communities*

Attachments: 1. Projects Schedule

2. AMS Schedule

3. Typical Progress Photographs if available

Report Prepared By

Name Signature Organisation Capacity Date