|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** |  | | |
| **Region Contract No.:** |  | **Consultant:** |  |
| **Date:** |  | **Consultant Project Manager:** |  |
| **Reporting Period:** |  | | |

# Key Activities Completed during Reporting Period

|  |
| --- |
|  |

# Key Activities to be Completed for Upcoming Reporting Period

|  |
| --- |
|  |

# Budget Summary (The Detailed Invoice Summary is in Appendix 04)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Description** | **Budget** | **Previous Period** | **This Period** | **Total To Date** | **Percent Complete by Work Done** |
| 1 | Project Management | $ | $ | $ | $ | % |
| 2 | Background Review | $ | $ | $ | $ | % |
| 3 | Detailed Design | $ | $ | $ | $ | % |
| 4 | Permit and Approvals | $ | $ | $ | $ | % |
| 5 | Tender Services | $ | $ | $ | $ | % |
| 6 | Construction Services | $ | $ | $ | $ | % |
| 7 | Contingency | $ | $ | $ | $ | % |
| **Project Total** | | **$** | **$** | **$** | **$** | **%** |

# Schedule Variance Summary (to be updated to reflect the Milestones in RFP)

* Baseline project schedule established on: MMMM DD, YYYY.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Milestone/Deliverable | Planned Date | Current Target Date | Actual Date | Variance | Reason for Variance |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Active Scope Issues Summary

|  |
| --- |
| List of all active scope issues that contribute to risk for engineering scope change. |

# Appendices (minimum requirements)

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| --- |
| Refer to the following attachments for more detailed information:   1. Updated Project Schedule (GANTT chart) 2. Stakeholder Coordination Matrix 3. Permit/Approvals Matrix 4. Earned Value Tracking Spreadsheet (Appendix 5 of PIPM Manual) |