**EXECUTIVE SUMMARY REPORT**

***PROJECT NAME***

MONTH, YEAR



PRINCIPAL PROJECT MANAGER: NAME

PROJECT MANAGER: NAME

TABLE OF CONENTS

PROJECT SNAPSHOT REPORT 2

PROJECT STATUS 3

PROJECT CRITICAL ISSUES 3

 SCHEDULE

 BUDGET

 DESIGN/SCOPE

 CONSTRUCTION

 OTHER

PROGRESS PHOTOS 4

PROJECT TRACKING BUDGET 5

CONTINGENCY LOG 6

OWNERS PROJECT SCHEDULE 7

CONTRACTOR’S 3-WEEK LOOK AHEAD 8

SCHEDULE