

Individual Trade Contract Programme - Progress Report

The Individual Trade Contract Programme - Progress Report provides “Planned” and “Actual Progress Completion” and “Finish Variance”.

It can be utilised in conjunction with a contract programme, particularly where the contract programme has not been developed using proprietary software tools.

It is also useful for the evaluation of hard copy programmes issued by others, the content of which can be inputted into this report and progress assessments and projections can be made accordingly.

This progress report can be modified to incorporate just the key information from all of the contract programmes into one high level report for a given date.

When a “Programme Week Number” is inserted or changed (currently set at 20) within the grey box the “Planned Progress Completion” percentages are automatically calculated and inserted in relation to the “Programme Dates” and “Progress Week Ending Date”.

The “Progress Week Ending Date” changes in accordance with the “Programme Week Number”.

The “Finish Variance” is calculated based on a five-day working week and will be automatically re-calculated when “Actual Progress Completion” / “Actual Start / Finish” dates have been inserted into the yellow columns.

This progress report can be used for any trade; this particular example is for an architectural fit-out.

Engineering Services Planning

Individual Trade Contract Programme - Progress Report

Progress Week Ending Date		25-Jun-04	Programme Week Number		0	Week 0 = 25th June 04 - prior to commencement		PACKAGE XXXX ARCHITECTURAL FIT-OUT		
PACKAGE SCOPE OF WORKS										
Item	Package Summary	Duration (Weeks)	Progress Completion		Programme Dates		Actual Dates		Finish Variance (Days)	Comments
			Planned	Actual	Start	Finish	Start	Finish		
1	Notice Period to Proceed (Site Works)	2			16-Aug-04	27-Aug-04				
2	Package Works Construction Period	32			03-Sep-04	15-Apr-05				
3	Works Package Complete	0				15-Apr-05				
Item	Package Critical Dates	Duration (Weeks)	Progress Completion		Programme Dates		Actual Dates		Finish Variance (Days)	Comments
			Planned	Actual	Start	Finish	Start	Finish		
1	Issue Notice to Proceed to Start Site Works	0			16-Aug-04					
2	New Route to Lift Operational	0				15-Sep-04				
3	Blockwork to Staircase 1 & 2 Complete	0				29-Sep-04				
4	Blockwork to Area B1 - B8 Complete	0				13-Oct-04				
5	Blockwork to B8 - B15 Complete	0				03-Nov-04				
6	Blockwork to EDF Substation Complete	0				03-Nov-04				
7	Commence Toilet Fit-Out	0				10-Nov-04				Programme dates
8	Ceilings Complete to Corridors & Mall	0				22-Dec-04				
9	Ceilings Installed East Retail Link	0				05-Jan-05				
10	Ceilings Installed West Retail Link	0				19-Jan-05				
11	Toilet Fit-out Complete	0				15-Mar-05				
12	As Built Drawings & O&M Documentation Complete	0				01-Apr-05				
Item	Package Key Access/Interfaces/Constraints	Duration (Weeks)	Progress Completion		Programme Dates		Actual Dates		Finish Variance (Days)	Comments
			Planned	Actual	Start	Finish	Start	Finish		
1	Services to Toilet Areas	4			11-Oct-04	05-Nov-04				
2	Services 1st Fix Installation B19 - B16	6			11-Oct-04	19-Nov-04				
3	Walls/Ceilings Install N/S Corridor & Mall	6			08-Nov-04	17-Dec-04				
4	Services 1st Fix Installation B16 - B11	6			08-Nov-04	17-Dec-04				
5	Ring Beam Carcassing Works	4			22-Nov-04	17-Dec-04				Programme dates
6	Floor Finishes E/W Corridors & Mall	5			06-Dec-04	07-Jan-05				
7	Walls/Ceilings Installation E/W Link	6			06-Dec-04	14-Jan-05				
8	Plaza Watertight	0			10-Jan-05					
9	Shop Fronts Central Mall	3			10-Jan-05	28-Jan-05				
10	Floor Finishes E/W Link	2			17-Jan-05	28-Jan-05				
11	Shop Fronts E/W Links	3			31-Jan-05	18-Feb-05				
12	Floor Finishes Plaza	4			31-Jan-05	25-Feb-05				
13	Shop Fronts Plaza	4			21-Feb-05	18-Mar-05				
14	Ring Beam Integrated Services/Finishes	6			21-Feb-05	01-Apr-05				

Engineering Services Planning

Individual

Progress at Week 20 = 12th Nov 04

Programme - Progress Report

Progress Week Ending Date		12-Nov-04		Programme Week Number		20		WORK PACKAGE XXXX ARCHITECTURAL FIT-OUT			
PACKAGE SCOPE OF WORKS											
Item	Package Summary	Duration (Weeks)	Progress Completion		Programme Dates		Actual Dates		Finish Variance (Days)	Comments	
			Planned	Actual	Start	Finish	Start	Finish			
1	Notice Period to Proceed (Site Works)	2	100%	100%	16-Aug-04	27-Aug-04	16-Aug-04	27-Aug-04	0	Finish Variance automatically inserted for Week 20	
2	Package Works Construction Period	32	31%	25%	03-Sep-04	15-Apr-05	03-Sep-04		-10		
3	Works Package Complete	0				15-Apr-05					
Item	Planned values automatically inserted for Week 20	Duration (Weeks)	Progress Completion		Programme Dates		Actual Dates		Finish Variance (Days)	Comments	
			Planned	Actual	Start	Finish	Start	Finish			
1	Issue Notice to Proceed to Start Site Works	0	100%	100%	16-Aug-04		16-Aug-04		0	Actual Progress Completion values and Actual Start & Finish dates have been entered into the yellow columns	
2	New Route to Lift Operational	0	100%	100%		15-Sep-04		22-Sep-04	-5		
3	Blockwork to Staircase 1 & 2 Complete	0	100%	100%		29-Sep-04		22-Sep-04	5		
4	Blockwork to Area B1 - B8 Complete	0	100%	100%		13-Oct-04		13-Oct-04	0		
5	Blockwork to B8 - B15 Complete	0	100%	100%		03-Nov-04		12-Nov-04	-6		
6	Blockwork to EDF Substation Complete	0	100%			03-Nov-04			-6		
7	Commence Toilet Fit-Out	0	100%			10-Nov-04			-1		
8	Ceiling	0									
9	Ceiling	0									
10	Ceilings Installed West Retail Link	0									
11	Toilet Fit-out Complete	0									
12	As Built Drawings & O&M Documentation Complete	0				01-Apr-05					
Item	Package Key Access/Interfaces/Constraints	Duration (Weeks)	Progress Completion		Programme Dates		Actual Dates		Finish Variance (Days)	Comments	
			Planned	Actual	Start	Finish	Start	Finish			
1	Services to Toilet Areas	4	100%	50%	11-Oct-04	05-Nov-04	03-Nov-04		-15	Actual Progress Completion values and Actual Start & Finish dates have been entered into the yellow columns	
2	Services 1st Fix Installation B19 - B16	6	82%	50%	11-Oct-04	19-Nov-04	25-Oct-04		-10		
3	Walls/Ceilings Install N/S Corridor & Mall	6	10%		08-Nov-04	17-Dec-04			-3		
4	Services 1st Fix Installation B16 - B11	6	10%	20%	08-Nov-04	17-Dec-04	03-Nov-04		3		
5	Ring Beam Carcassing Works	4			22-Nov-04	17-Dec-04					
6	Floor F	5			06-Dec-04	07-Jan-05					
7	Walls/C	6			06-Dec-04	14-Jan-05					
8	Plaza Watertight	0			10-Jan-05						
9	Shop Fronts Central Mall	3			10-Jan-05	28-Jan-05					
10	Floor Finishes E/W Link	2			17-Jan-05	28-Jan-05					
11	Shop Fronts E/W Links	3			31-Jan-05	18-Feb-05					
12	Floor Finishes Plaza	4			31-Jan-05	25-Feb-05					
13	Shop Fronts Plaza	4			21-Feb-05	18-Mar-05					
14	Ring Beam Integrated Services/Finishes	6			21-Feb-05	01-Apr-05					