[Your company name and logo]

Weekly Progress Report

Progress, programme, safety, commercial and risks for the week

Project		**Client**	
Report number		**Week ending**	
Prepared by		**Distribution**	

1. Summary

[Three or four lines on where the project stands this week.]

2. Health and safety

Measure	This week	To date	Comment

3. Progress against programme

Activity	Planned %	Actual %	Float or delay	Comment

4. Look ahead (next two weeks)

[Key activities, deliveries and inspections.]

5. Information and design

RFIs open	RFIs overdue	Design items outstanding	Comment

6. Commercial

[Variations raised, early warnings, notices issued and anything affecting cost.]

7. Risks and issues

Risk or issue	Effect	Action	Owner

[Your company name and logo]

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.