**PROJECT UPDATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REPORT BY:**  **Company X** | **DATE:** | | | **Report No: 0001** | | |
| **PROJECT TITLE:** | | | |  | | |
|  | | | **PM:**  **Super:** |  | | |
| **Work Performed This Week:** | | **Percentage Complete** | **Status & Comments** | | | |
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| **Work Planned for Next Week:** | |  |  | | | |
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| Remarks for Holder: | | |  | | | |
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|  | |  |  | | **Total Job Hours on Site** |  |
|  | |  | **GDIT** |  |
|  | | | **Total** |  |
|  | | |  |  |
|  | | | **# Men On Site** |  |

**ISSUES TRACKING LIST**

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| ISSUE / DESCRIPTION / SOLUTION | STATUS CODE | OWNER | DATE IDENTIFIED | **DATE DUE** or **COMPLETED** |
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STATUS CODES:

1) Completed per scheduled date

2) On hold for design clarification document (RFI, ASI, DR)

3) Delayed \*Provide detailed comments

4) Requires client review/acceptance prior to proceeding

5) Requires AHJ review/acceptance required prior to proceeding

6) Escalated to contract holder

7) Safety risk

8) Schedule impact for critical trades

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| **REPORT PRESENTED BY**: |