

Weekly Project Status Report

Engineering & Construction Projects

Project Name	[Project name]	Report Number	[e.g., 24]
Project / Job Number	[Number]	Reporting Period	[From – To]
Project Manager	[Name]	Report Date	[DD Month YYYY]
Prepared By	[Name]	Distribution	[Recipients]

1. Overall Status Summary

How to complete: Give a one-glance view of project health. Mark each area Green (on track), Amber (at risk — watch closely), or Red (off track — action needed), then summarize the overall position in the executive summary below.

Overall Project Health: **On Track** (replace with At Risk or Off Track as appropriate)

Green — On Track	Amber — At Risk	Red — Off Track
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Area	Status	Comment
Scope	On Track	[Brief comment]
Schedule	On Track	[Brief comment]
Cost / Budget	On Track	[Brief comment]
Health, Safety & Environment	On Track	[Brief comment]
Quality	On Track	[Brief comment]
Risk	On Track	[Brief comment]

Executive Summary. [In two or three sentences, summarize progress this period, the overall health of the project, and any items that need management attention.]

2. Health, Safety & Environment

How to complete: Report safety performance first, because it takes priority. Record incidents, near misses, observations, inspections, and any corrective actions taken during the period.

- [Lost-time incidents this period: 0. Total recordable incidents: 0.]
- [Near misses and safety observations reported, with the corrective action taken.]
- [Key safety activities completed — for example toolbox talks, inspections, audits, or hazard studies.]

3. Key Achievements This Period

How to complete: List the significant work completed during the reporting period across engineering, procurement, construction, and commissioning.

- [Engineering or design deliverable completed or issued.]
- [Equipment or material procured, delivered, or installed.]
- [Construction, installation, or testing activity completed.]
- [Other notable progress or approval achieved this period.]

4. Planned Activities — Next Period

How to complete: List the main activities and milestones planned for the next reporting period.

- [Planned engineering, procurement, or construction activity.]
- [Upcoming milestone, test, or inspection.]
- [Deliveries or approvals expected next period.]

5. Schedule & Milestones

How to complete: Show the key milestones with their baseline (target) date, current forecast or actual date, percentage complete, and status. Keep this to the milestones that define the project.

Milestone	Baseline Date	Forecast / Actual	% Complete	Status
Design complete	[Date]	[Date]	[%]	On Track
Procurement complete	[Date]	[Date]	[%]	On Track
Construction complete	[Date]	[Date]	[%]	On Track
Commissioning complete	[Date]	[Date]	[%]	On Track
Handover	[Date]	[Date]	[%]	On Track

6. Cost & Budget

How to complete: Summarize the cost position. Compare the approved budget with commitments and actual spend to date, then state the forecast cost at completion and any variance against budget.

Item	Amount	Notes
Approved Budget	[Amount]	[Including contingency]
Contingency	[Amount]	[Percentage of budget]
Committed to Date	[Amount]	[Purchase orders and contracts placed]

Item	Amount	Notes
Actual Spend to Date	[Amount]	[Invoiced and paid]
Forecast at Completion	[Amount]	[Expected final cost]
Variance to Budget	[Amount / %]	[Favourable or adverse]

7. Quality

How to complete: Report the quality activities for the period: inspections, inspection and test plans, acceptance tests, and any non-conformances raised or closed.

- [Inspection and test activities completed, with results.]
- [Factory or site acceptance tests completed or scheduled.]
- [Non-conformances raised, closed, or outstanding, with the corrective action.]

8. Procurement & Deliveries

How to complete: Report procurement progress and the delivery status of major equipment and materials, including long-lead items and factory acceptance tests.

Item / Package	Status	Expected / Actual Delivery

9. Risks & Issues

How to complete: List the key risks and current issues, their potential impact, the mitigation or action in progress, the owner, and the status. Rate impact as High, Medium, or Low.

No.	Risk / Issue	Impact	Mitigation / Action	Owner
1	[Describe the risk or issue]	[H/M/L]	[Action in progress]	[Name]

10. Change Orders & Variations

How to complete: Record change orders or variations raised during the period, with their cost and schedule impact and approval status.

No.	Description	Cost Impact	Schedule Impact	Status

11. Action Log

How to complete: Track open and recently closed actions. Record the date raised, the responsible area, the action, the owner, the due date, and the status (To Do, Ongoing, or Done).

Date Raised	Area	Action	Owner	Status