****

**ESTATES & FACILITIES MANAGEMENT DIVISION**

**[Insert Project Name and Building]**

**ESTATES PROJECT MANAGER’S REPORT**

[Insert date]

**1.0 RAG Status Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scope | Progress | Cost | Risks | Quality |

 *[Update date table colour to Red, Amber or Green as appropriate]*

* 1. **Scope**

*[Insert high level description of proposed work and status of project brief – under development, complete and signed off, further changes being considered etc].*

**1.2 Progress**

|  |  |
| --- | --- |
| Construction Start Date: | *[insert date]* |
| Construction Completion Date (PC): | *[insert date]* |
| Construction Period: | *[insert number of weeks]* |
| Current Week: | *[insert week number]* |

*[Insert high level comment on current programme position]*

**1.3 Cost**

*[Insert high level comment on current cost position]*

**1.4 Risks**

*[Insert high level comment on current risk position]*.

**1.5 Quality***[Insert high level comment on current quality position]*.

**2.0 Progress Report**

**2.1** **Contractors Progress and Programme***[Insert more detailed update to include details on actual/anticipated and delays, claims etc.*

 **2.2 Milestones**

*[Modify and populate table as appropriate]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Planned** | **Forecast** | **Actual** | **Status** |
| Start |  |  |  |  |
| Watertight |  |  |  |  |
| Power on |  |  |  |  |
| Completion |  |  |  |  |
| Fit Out |  |  |  |  |
| Project Completion |  |  |  |  |
| Occupation date |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **Planned** | **Forecast** | **Actual** | **Status** |
| Asbestos survey |  |  |  |  |
| Agreed layouts |  |  |  |  |
| Agreed scope of works for all elements of project |  |  |  |  |
| H&S File and O&M Manuals |  |  |  |  |

**2.3 Work undertaken during the previous reporting period**

*[Insert summary of contractor and client works undertaken]*

**2.4 Work Planned for the next period** *[Insert summary of contractor and client works planned]***.**

**3.0 Cost Report**

**3.1 Current Position***[Insert more detailed cost update and refer to predicted outturn cost summary included in
3.2 below].*

**3.2 Summary of Predicted outturn costs**

*[Adapt table as necessary]*

|  |  |
| --- | --- |
| **Item** | **Predicted cost** |
| Total construction costs including Value Engineering (contract sum) | **£0.00** |
| Other development costs (shelter and pitches) | **£0.00** |
| Consultants Fees | **£0.00** |
| Planning application costs and fees | **£0.00** |
| Site surveys | **£0.00** |
| IT infrastructure | **£0.00** |
| Furniture including decant costs | **£0.00** |
| Other project costs (highways, oversailing, Severn Trent etc.) | **£0.00** |
| Fundraising allowance | **£0.00** |
| Employer Risk allowance and construction phase reserve. | **£0.00** |
| VAT @ 20% | **£0.00** |
| **Total project out turn cost (predicted)** | **£0.00** |
|  |  |
| Potential recovery of VAT from HMRC | **££0.00** |
| **Out turn cost if recovery from HMRC is realised** | **£0.00** |

# 4.0 Risk Report

**4.1 Current Position** *[Insert more detailed risk update and refer to Risk Register included in 4.2 below].*

# 4.2 Risk and Issues Register

 *[Adapt and populate blank table as appropriate. It is advisable to display high or upcoming risks/issues only here and attach a full copy of the risk register.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue Description** |  | **Mitigation** | **Owner** | **Status** |
|  | Med |  |  |  |
|  | Med |  |  |  |
|  | Med |  |  |  |
|  | Low |  |  |  |
|  | Low |  |  |  |
|  | Med |  |  |  |

# 5.0 Quality Report

**5.1 Current Position**

*[Insert more detailed quality update]*

# 6.0 PIT Actions / Items to Note

**6.1 Change Requests**

*[Modify and populate table to list all significant changes requests and status of such changes].*

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Request Name** | **Request Date** | **Change Gross Cost** | **Current Status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6.2 Actions required in the next period**

*[List actions required and by whom].*