|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name: |  |  | Date: |  |
| Project #: |  |  | Prepared By: |  |

The information in this report is considered true and accurate as of the date of the report. This report’s intent is to provide a summary of ongoing and future work and is not intended to capture all details on the project.

## Key Milestones

|  |  |
| --- | --- |
| **Milestone #1** | Date #1 |
| **Milestone #2** | Date #2 |
|  |  |
|  |  |
|  |  |
|  |  |

## Procurement

|  |  |
| --- | --- |
| **Tender Package** | Status Update |
| **TP001 - Demolition** | Issued on March 08, 2020 |
| **TP002 – Drywall** | Awarded – February 02, 2020 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Schedule Update

|  |  |
| --- | --- |
| **Division or Trade** | **Description of Work Completed** |
| **Division 01**  | * Provide an update on scope of work
* Provide an update on scope of work
 |
| **Division 02** |  |
| **Division 03** |  |
| **Division 04** |  |
|  |  |
|  |  |
|  |  |

## Two Week Look Ahead

|  |  |
| --- | --- |
| **Division or Trade** | **Description of WorkTo Be Completed** |
| **Division 01**  | * Provide an update on scope of work
* Provide an update on scope of work
 |
| **Division 02** |  |
| **Division 03** |  |
| **Division 04** |  |
|  |  |
|  |  |
|  |  |

## Submittals

|  |  |  |
| --- | --- | --- |
| **Status** | Count (This Week) | Count (Last Week) |
| **Out For Review** | 1 | 2 |
| **Reviewed (Closed)** | 2 | 1 |
| **Revised And Resubmit** | 3 | 3 |
| Critical Submittals* SUBMITTAL # - Submittal Description
 |

## Requests For Information (RFIS)

|  |  |  |
| --- | --- | --- |
| **Status** | Count (This Week) | Count (Last Week) |
| **Open** | 1 | 2 |
| **Closed** | 2 | 1 |
| Critical RFIs* RFI # - Submittal Decription
 |