**CONSTRUCTION PROJECT
EXECUTIVE SUMMARY TEMPLATE**

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| --- | --- | --- | --- |
| **COMPANY CONTACT INFO** |   | **ONSITE CONTACT INFO** |   |
| **PROJECT NAME** |   | **PROJECT LEAD** |   |
| **PREPARED BY** |   | **DATE** |   |
|   |   |   |   |
| **PROJECT STATUS OVERVIEW** |
| **MILESTONE** | **STATUS** | **START DATE** | **COMPLETION DATE** |
|   |   |   |   |
| **BUDGET UPDATES** |
| **ENHANCEMENTS** | **ESTIMATES** | **VARIANCE** | **TIME & MATERIAL UPDATES** |
|   |   |   |   |
| **PROJECT ISSUES** | **PROJECT RISKS** | **PROJECT CHANGE ORDERS** | **PROJECT SUMMARY NOTES** |
|   |   |   |   |

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