[](https://www.smartsheet.com/try-it?trp=11964&utm_source=template-word&utm_medium=content&utm_campaign=Construction+Project+Executive+Summary+Example-word-11964&lpa=Construction+Project+Executive+Summary+Example+word+11964)**CONSTRUCTION PROJECT EXECUTIVE**

**SUMMARY TEMPLATE – EXAMPLE**

|  |  |
| --- | --- |
| PROJECT NAME | Sunridge Villa Residential Development |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | PROJECT LEAD | DATE |
| Greenfield Construction LLC | Michael Thompson | 00/00/0000 |
| COMPANY CONTACT INFO | ON-SITE CONTACT INFO | |
| (123) 456-7890  email@greenfieldconstruction.com | (123) 456-7890 | |

PROJECT STATUS OVERVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| MILESTONE | STATUS | START DATE | COMPLETION DATE |
| Initial Groundwork | In Progress | 00/00/0000 | 00/00/0000 |

BUDGET UPDATES

|  |  |  |  |
| --- | --- | --- | --- |
| ENHANCEMENTS | ESTIMATES | VARIANCE | TIME AND MATERIALS UPDATE |
| Upgraded Kitchen Fixtures | $25,000 | Within Budget | Additional 2 days for custom installations. |

|  |  |
| --- | --- |
| PROJECT ISSUES | **ISSUE 1:** Supply chain disruptions have delayed the delivery of key construction materials, impacting the project timeline.  **ISSUE 2:** There are unexpected delays in receiving construction permits from local authorities. |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT RISKS | PLAN | PROBABILITY | IMPACT |
| **RISK 1:** Weather-Related Delays | Implement a flexible work schedule and secure the site for severe weather. | Medium | High |
| **RISK 2:** Cost Overruns | Conduct regular budget reviews. | Low | Medium |

|  |  |  |
| --- | --- | --- |
| PROJECT CHANGE ORDERS | DETAILS | STATUS |
| **CHANGE ORDER 1:** Enhanced Security Features | Upgrade the security system in response to stakeholder concerns. | Under review with potential for implementation in the next phase. |

|  |  |
| --- | --- |
| PROJECT SUMMARY NOTES | The Sunridge Villa Residential Development is progressing, with key milestones being closely monitored. Overall, the project is on track to deliver high-quality, sustainable residential homes. |

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| --- |
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