**CONSTRUCTION PROJECT EXECUTIVE**

**SUMMARY TEMPLATE**

|  |  |
| --- | --- |
| PROJECT NAME |  |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | PROJECT LEAD | DATE |
|  |  |  |
| COMPANY CONTACT INFO | ON-SITE CONTACT INFO |
|  |  |

PROJECT STATUS OVERVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| MILESTONE | STATUS | START DATE | COMPLETION DATE |
|  |  |  |  |

BUDGET UPDATES

|  |  |  |  |
| --- | --- | --- | --- |
| ENHANCEMENTS | ESTIMATES | VARIANCE | TIME AND MATERIALS UPDATE |
|  |  |  |  |

|  |  |
| --- | --- |
| PROJECT ISSUES |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT RISKS | PLAN | PROBABILITY | IMPACT |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| PROJECT CHANGE ORDERS | DETAILS | STATUS |
|  |  |  |

|  |  |
| --- | --- |
| PROJECT SUMMARY NOTES |  |

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