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