

Click here to enter Project Name

Consultant Progress Report

Version 1.0

Prepared by

Click here to enter the Author’s name

Date: Click here to enter text.

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| --- | --- | --- | --- |
| **Template Version and Quality Control Information**  This section is used to track design changes to the Consultant Progress Report Template by the City of Winnipeg Corporate Asset Management Office. | | | |
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| v1.0 | Released for use. | June 2017 | J. Frizado |
|  |  |  |  |
|  |  |  |  |

**Project Name:** Click here to enter the Project Name.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consultant:** | Firm: | Click here to enter name of Consultant’s Firm. |  | **Consultant Ref. No.:** The reference number used by the Contractor for their filing/records purposes. | Click here to enter Reference # |
| Contact Name: | Click here to enter Contact name. |  | **RFP No.:** The number used to hire the Consultant. | Click here to enter RFP # |
|  |  |  |  |  |  |
| **City Project Manager:** | Name: | Click here to enter City Project Manager’s name. |  | **City File No.:** The City File Number that has been assigned by the Department for the project. | Click here to enter Reference # |
| Title: | Click here to enter City Project Manager’s title. |  | **Project ID:** The City-issued Project ID which represents the Capital Funding Source to the subject Contract. Located on the Capital Budget Sheet. | Click here to enter Project ID |
| Dept.: |  |  | **Project Record  Index No.:** The City-issued Index number. Refer to PMM Section 5.8.8 Project Record Index (PRI). | Click here to enter PRI # |
|  |  |  |  | **Purchase Order No.:** The City-issued number assigned to the Contractor which authorizes billing for work delivered within the subject Contract. | Click here to enter PO # |

For details and instructions on how to complete this document, click the [¶] icon under the Home tab to toggle the hidden text on or off.

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# 1.0 Project Progress – Design

The following section details the project progress by technical discipline for Click here to enter Project Name.

## 1.1 Project Management

List notable progress with respect to Project Management. For example:

* Ongoing task progress and budget expenditure tracking;
* Internal Risk Review meetings held. Changes folded into Risk Assessment;
* Liaison with Legal Services and Real Estate Division to ensure progress land assembly;
* Expropriation support work (plans and information) for City Legal Services and Real Estate;
* Ongoing discussions and co-ordination relating to concurrent anticipated work and schedule; and
* Tracked Task progress and Budget Expenditure.

Notable progress with respect to Project Management includes:

## 1.2 Deliverables

List notable progress with respect to Project Deliverables. For example:

* Contract design reﬁnement;
* Staging plans reﬁnement to incorporate City input;
* Ongoing reﬁnement of design details.

Notable progress with respect to project deliverables includes:

## 1.3 Bid Opportunity Preparation

List notable progress with respect to the Bid Opportunity preparation. For example:

* Submitted 90% Contract 1 Bid Opportunity package, including drawings to Technical Steering
* Committee on (date).
* Submitted 75% Contract 2 drawings to Technical Steering Committee on (date).

Notable progress with respect to the Bid Opportunity preparation includes:

## 1.4 Design Schedule

The following is a summary of the estimated schedule adherence by technical discipline, and explanation, if necessary:

|  |  |  |
| --- | --- | --- |
| Item or Task | Schedule Adherence  (On Schedule, Behind Schedule, Complete) | Notes |
| **Project Management** |  |  |
| **Deliverable 1** |  |  |
| **Deliverable 2** |  |  |
|  |  |  |
|  |  |  |

Add additional headings as may be appropriate for the given project.

## 1.5 Other

Enter summary statement.

## 1.6 Other

Enter summary statement.

# 2.0 Project Progress – Construction

This section documents the progress of the construction contracts.

## 2.1 Contract 1 – Bid Opp ####-2017

## 2.2 Contract 2 – Bid Opp ####-2017

## 2.3 Overall Construction Schedule

This section is used to track schedule adherence for construction

The baseline Construction Schedule is included in Appendix A.

## 2.4 Other

Add additional headings as may be appropriate for the given project.

Enter summary statement.

## 2.5 Other

Enter summary statement,

# 3.0 Financial Status

This section tracks the anticipated overall project costs. It is intended to be an estimate of the ultimate probable project costs (or estimated cost at completion). While it will contain actual costs such as utility payments, property acquisition, and contractor Progress Estimates, it is not a balance sheet.

Appendix B contains the full breakdown of the probable project costs. The data will be updated as new information becomes available (i.e. Pre-tender construction cost estimates, utility quotes). Much of the data in the Appendix must be provided by the City Project Manager; for example, land acquisition or overhead charges.

Develop Cost Categories with input from the City Project Manager. For each category, where possible;

* State costs incurred to date
* List changes in scope (if there is a financial impact)
* State new financial commitments

Append document tracking for Proposed Change Notices (PCN), Change in Work Orders (CWO), and Progress Estimates (PE).

The Consultant should develop a financial forecasting spreadsheet that is able to compare the project expenditures originally forecasted (the project budget), actual costs incurred to date, and forecasted future expenditures on a quarterly timescale.

The following subsections outline notable changes to the project budget that occurred in the last month.

## 3.1 Engineering

Notable changes in this report include:

## 3.2 Contracted Construction Costs

Notable changes in this report include:

## 3.3 Non-Contract Costs

State costs not part of Engineering and construction. For example, City of Winnipeg Traffic Services or Traffic Signals work, etc.

Notable changes in this report include:

## 3.4 Land Acquisition

Summarize status of land acquisition costs

Notable changes in this report include:

## 3.5 Overhead/Admin Charges

Summarize status of overhead and administration charges

Notable changes in this report include:

## 3.6 Contingencies

State contingency status

Notable changes in this report include:

## 3.7 Summary

Provide summary of estimated cost at completion, significant budgetary concerns, etc.

Notable changes in this report include:

## 3.8 Other

Enter summary statement.

# 4.0 Risk Assessment

This section details the ongoing Risk Assessment.

Carry out Risk Assessment in accordance with the PMM. In this section, briefly describe the approach used (scoring system, define risk levels, etc.)

State when the initial Risk identification was completed (Baseline Risk Assessment). Append current Risk Register Table.

Provide a summary table of High or Critical Risks, as well as any risks that have changed in some way over the past reporting period. Also, note any changes to the Risk Management/Mitigation Strategies employed.

A Sample Table: Risk Management Change Summary has been provided as an example.

Risk Management Change Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Risk # | Key Risk | Level  of Risk | Mitigation Strategy Changes |
| **Category A** | | | |
| **1** | State Risk | H 🡪 M | State the reason for the change. |
| **Category B** | | | |
| **2** | State Risk | H | State new or changed mitigation strategy. |
| **3** | State Risk | C | State new or changed mitigation strategy. |

## 4.1 Other

Enter summary statement.

### Appendices

**Appendix A – Project Schedule**

**Appendix B – Project Budget**

**Appendix C – Summary of Contemplated Change Notices (CCN),   
Change in Work Orders (CWO), and  
Progress Estimates (PE)**

**Appendix D – Risk Assessment**

To insert reports into an Appendix:

1. Click on the Picture icon.
2. Locate the file on your computer and insert.
3. Re-size the image to fit the page if necessary.

#### Appendix A – Project Schedule



#### Appendix B – Project Budget



#### Appendix C – Project Summary of Contemplated Change Notices (CNN), Change in Work Orders (CWO), and Progress Estimates (PE)

 Insert the Summary from the Change Control Log.

#### Appendix D – Risk Assessment

