

# Civil Works Progress Tracking Report Form

Project Name

Report Date

Site Location

Reported By

Weather Condition

Work Schedule

e.g. 8:00am - 5:00pm

## Progress Summary

Summary Description

## Work Activities Status

Activity/Task	Planned Start	Actual Start	Planned Finish	Actual Finish	Progress (%)	Remarks

## Materials & Equipment Used

Material/Equipment	Unit	Quantity Used	Remarks

## Issues & Delays

Describe any issues or delays encountered (if any):

## Additional Notes

Reported By (Signature)

Approved By

Date