

Construction Project Monthly Overview

Date: [Insert Date]

Project Name: [Insert Project Name]

Project Manager: [Insert Project Manager's Name]

1. Project Status Overview

Overall Progress: [Insert Progress Percentage]

Milestones Achieved: [List Achievements]

Upcoming Milestones: [List Upcoming Milestones]

2. Financial Overview

Budget Allocated: [Insert Budget]

Current Spending: [Insert Current Spend]

Forecasted Over/Under Budget: [Insert Forecast]

3. Issues and Resolutions

Current Issues: [List Issues]

Resolutions Implemented: [List Resolutions]

4. Next Steps

Planned Actions for Next Month: [List Actions]

5. Additional Notes

[Insert any additional notes or comments]

Regards,

[Your Name]

[Your Position]