ALDER BAY
CONTRACTING (FICTIONAL)

SAMPLE

MONTHLY PROGRESS REPORT

Project Example Tower

Report No. 07 | Period: 1 to 30 September 2026 | Rev A

Item	Detail
Client	Example Developments LLC (fictional)
Contractor	Alder Bay Contracting (fictional)
Prepared by	J. Sample, Project Manager
Status	Issued for information
Date	22 October 2026

SAMPLE: fictional example. This report template shows a cover page, heading levels 1 to 3, a branded table style, lists and a header/footer. All content is invented to show the structure.

SAMPLE: fictional example. Alder Bay Contracting, all names, addresses, projects and figures are invented. Template sample by Scaff Project Solutions FZE, Dubai.

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1 Executive summary

Works are 3 working days behind the baseline programme on Level 12 ceilings and on time elsewhere. The recovery plan in section 3 brings Level 12 back in line by the end of October without extra shifts.

2 Progress this period

2.1 Programme status

Overall progress is 46 percent against a planned 48 percent. The table below uses the Brand Table style, so new tables pick up the same look automatically.

Package	Planned %	Actual %	Status
Drylining	60	58	On track
Ceilings	45	38	Behind
MEP first fix	52	53	On track
Joinery	20	21	On track
Flooring	10	10	On track

2.2 Key milestones

Heading 3 example: milestones met

- Level 10 drylining complete, 18 September
- MEP first fix inspection passed, Levels 8 to 10, 24 September

3 Risks and actions

1. Ceiling grid delivery: second supplier quote requested, due 25 October.
2. Labour on Level 12: crew moved from Level 9 joinery for 2 weeks.
3. Design query DQ-014: written response from the design team due 28 October.

Heading 3 example: actions log

Ref	Action	Owner	Due
A-21	Confirm second ceiling grid supplier	Procurement	25 Oct
A-22	Issue Level 12 recovery sequence	Site team	27 Oct
A-23	Close design query DQ-014	Design team	28 Oct

4 Next period

Next report: Report No. 08, period 1 to 31 October 2026. Written comments on this report are welcome by reply.