**DEVELOPER CONSTRUCTED ASSETS PROJECTS**

**MONTHLY REPORT**

**Insert Project Name Here**

**Insert Project Number Here**

**Report Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Report Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Note: Delete instruction text in grey once data has been entered.**

# Works Completed This Period

Details of the works completed for this particular period. Can be provided in bullet point format.

# Issues and Intended Actions

Details of any issues encountered during this particular period, including; variation claims, design issues, etc. Can be provided in bullet point format.

# Works Proposed for Next Period

Details of the works proposed for the next period.

# Appendices

# A1 Works Summary

# A2 Claim Summary Document

# A3 Payment Certificate

# A4 Updated Program

# A5 Progress Photos

# A6 Contract Meeting Minutes