Simple Daily Progress Report Template

PROJECT DETAILS

PROJECT NAME		JOB NUMBER	CONTRACTOR NAME		
SUPERINTENDENT NAME		DATE	WEATHER AND TEMPERATURE		
TODAY'S OVERALL PROGRESS					
Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and causes, change recommendations, etc.					
WORKERS PRESENT ON SITE	WORK COMPLETED	EQUIPMENT USED	PROGRESS DETAILS		

WORKERS PRESENT ON SITE	WORK COMPLETED	EQUIPMENT USED	PROGRESS DETAILS

ESTIMATED QUANTITIES

TASK LOCATION	DESCRIPTION OF WORK	ITEM #	TODAY'S TOTAL	OVERALL TOTAL

DESCRIBE ANY DELAYS AND / OR INCIDENTS				
ADDITIONAL REMARKS				
PREPARER NAME AND TITLE	PREPARER SIGNATURE	DATE		

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.