

CONSTRUCTION PROJECT EXECUTIVE SUMMARY TEMPLATE

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COMPANY CONTACT INFO		ONSITE CONTACT INFO	
PROJECT NAME		PROJECT LEAD	
PREPARED BY		DATE	

PROJECT STATUS OVERVIEW

MILESTONE	STATUS	START DATE	COMPLETION DATE

BUDGET UPDATES

ENHANCEMENTS	ESTIMATES	VARIANCE	TIME & MATERIAL UPDATES

PROJECT ISSUES	PROJECT RISKS	PROJECT CHANGE ORDERS	PROJECT SUMMARY NOTES

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