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Project Weekly Reporting Procedure

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Project Weekly Reporting Procedure

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Project Weekly Reporting Procedure

1.0 PURPOSE

The purpose of weekly progress reporting is to communicate the achievements, performance and progress of the week to project management. This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

2.0 SCOPE

This procedure provides guidance to the Project team on coordinating, preparing and publishing weekly progress reports. Weekly Progress Reports aid in identifying potential problem areas in time to effect corrective action. The Weekly Report typically includes a narrative of the highlights of construction work completed for the past week and work planned for the next week. It also includes a status report of project safety, construction manpower, weekly progress photos, overall construction progress, and compares performance status by commodity with the schedule.

3.0 DEFINITIONS

Definitions	Description
First Aid	Emergency treatment administered to an injured or ill person before professional medical care can be administered. A work related injury/illness requiring limited/minimal medical assistance, regardless of who provides the treatment.
Lost Time Injury (LTI)	Any work related injury or illness that prevents that person from doing their usual work the day after an incident.
Lost Workday Case (LWDC)	A work related injury/illness that causes an employee to be unable to report to work on the next calendar day, regardless of whether or not the employee is scheduled to work, will be classified as a Lost Workday Case.
Near Miss	An incident in which a condition exists or an act was carried out that had the potential for injury, property damage, environmental release, or an adverse health exposure to take place. Because of various circumstances, the potential injury or exposure did not occur, but the potential was recognized.
Non-Conformance Reports (NCR)	Report identifying construction non conformities. Can include the approval of remedial works, designer's opinion, inspection of repairs, etc...
Percent Complete	The estimate of amount of work complete for an activity or work breakdown structure component as of a specific data date. It shall be determined by deliverable or quantity tracking tools.
Performance Factor (PF)	A factor calculated to determine performance relative to the baseline. $PF = \frac{\text{Actual Jobhours spent}}{\text{Earned jobhours [performance base]}}$
Pre-Op Testing & Commissioning	The transitional phase between construction and operations, including all of the activities that bridge these two phases
Purchase Order (PO)	A commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services.
Quality Assurance (QA)	Part of quality management focused on fulfilling quality requirements. Quality assurance is a way of preventing errors and avoiding problems when delivering solutions or services to customers.



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Definitions	Description
Quality Control (QC)	Part of quality management focused on fulfilling quality requirements. Typically, quality control activities include the physical inspection of systems, structures, and components, during fabrication, installation and turnover regardless of the performing organization
Quantity Tracker	Tool managed by the construction team to collect and status commodities installation.
Recordable Incident	The number of work related recordable incidents in the period. Fatality, Restricted Work Case (RWC), Lost Workday Case (LWDC), Medical Treatment Beyond First Aid, Loss of Consciousness, diagnosis of a significant injury or illness, needlestick injuries and cuts, medical removal of injured party (IP) to a hospital or clinic, occupational hearing loss, work-related tuberculosis - are all Recordable Cases.
Restricted Work Case (RWC)	A work related injury/illness that involves one or more days of restricted work (whereby the employee cannot perform his normal duties) will be classified as a Restricted Work Case
Staffing Plan	The staffing plan for the project is prepared by all departments during the project proposal stage, is updated throughout the life of the project, and reported by project controls. The appropriate departments provide the initial staffing requirements, type of assignment, duration and grade. All positions assigned to the project, both jobsite and project office, should be identified - permanent, temporary or business trip status
HSSE	Health, Safety, Security and Environment

4.0 REFERENCES

1. EPM-KP0-PR-000014 - Project Controls General Procedure
2. EPM-KPP-PR-000003 - Project Schedule Curves Procedure
3. EPM-KPR-PR-000002 - Project Monthly Reporting Procedure
4. EPM-KPR-PR-000003 - Project Cost Reporting Procedure

5.0 RESPONSIBILITIES

The Project Weekly Report is the responsibility of the Project Manager. However, the Project Manager may delegate the responsibility to coordinate report preparation and distribution to Project Controls, including the responsibility to ensure that the information is accurate, informative, and consistent with contractual requirements. Within a project, each department is responsible for documenting and submitting a description of the significant activities performed by that department during the reporting period. The input must be submitted to the Project Manager or delegate and must be in the approved format.

Site Manager is responsible for the preparation and coordination of the construction reports which are typically delegated to the Field Project Controls Supervisor or possibly to the Project Field Engineer.

5.1 Project Manager

The Project Manager:

- Establishes the schedule, format, and content of the Project Weekly Progress Report.
- Reviews and approves Project Weekly Progress Report prior to issue



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- Issues the Project Weekly Progress Report on time

5.2 Project Controls

The following Project Controls duties are typical.

These duties are designated by the Project Controls Manager and may also vary by project. They may also vary during the life of the project.

- Project Controls Manager
 - Reviews input for consistency and compares it to that for the previous week
 - Reviews report components for problem areas and potential trends
- Project Controls Engineer
 - Develops schedule for weekly input and is responsible for report preparation, review, and issue
 - Issues weekly request for input from all pertinent parties
 - Compiles information provided by the various departments and reviews the analysis that accompanies each component
 - Analyzes input
 - Copies and issues completed report to distribution
 - Compiles progress photos taken of the project during the reporting period
 - Includes Schedule input and analysis
 - Copies and issues completed report for distribution
- Project Scheduler provides scheduling input

5.3 Other Departments

The Managers of Engineering, Procurement, and Construction are responsible for the input for their sections, as appropriate.

Typically, input are as follows:

- Engineering provides input regarding engineering status, work completed, work in progress, and work planned for the next period.
- Contracts/Procurement provides input regarding the status of purchase orders and/or subcontracts.
- Construction department provides input regarding the status of mechanical and electrical systems.

6.0 PROCESS

The Weekly Progress Report should be issued 2 days following the end of the reporting period. The Weekly Progress Report should contain a brief, 1-page narrative highlighting the significant site activities during the previous week as well as the critical issues and areas needing support.

The Weekly Progress Report should not exceed 4 pages. The information it contains is determined by the reporting needs of the Project. They typically include the following:

- Health, Safety, Security & Environment (HSSE)
 - This section should briefly discuss and significant HSSE issues which occurred during the reporting week. It could include any safety walkdowns performed during the week and any initiatives and/or any preventative measures taken.
 - Key statistics could include"
 - First Aid
 - Lost Time Injury (LTI)
 - Near misses
 - Recordable Incidences
- Quality Management
 - This section typically includes key metrics for Quality Assurance and Quality Control
 - Open NCRs, Closed Non Compliance Report (NCRs)
 - Include any audits that occurred in the reporting period.



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- Include any quality walkdowns
- Progress and Performance Curves
 - This section should depict Progress and Performance Curves for the planned vs. actual weekly work.
 - Progress and Performance Curves shall track all aspects of relevant quantification such as deliverables (i.e. specification, drawings, material requisitions etc...), key commodities (such as concrete, steel, piping), staffing (such as office personnel, craft workers)
- Quantity Installation Curves
 - This section should depict Key Quantity Curves for the planned vs. actual weekly progress.
 - Key quantities could be limited to Cut/Fill, Concrete pours, metric tons of Steel etc...
- Staffing, Jobhour, and Wage Rate Curves
 - This section should show both manual and non-manual hours and headcount for the week measured against the planned for the week. This can be achieved with a bar graph showing the plan vs. the actual headcount.
 - This section may identify by listing key positions that have not been filled.
 - This section could include both manual and non-manual wage rate curves showing the position of project staffing relative to the plan.
- Quantity Tracker
 - This section should present the Quantity Tracker report, which represents the standard detail format for manual labor performance reporting; it is the main report for tracking craft performance.
 - For each cost code the report shows:
 - Quantities
 - Job hours (earned and spent)
 - Job hour unit rates
 - Performance factors
 - Percent complete
 - Installed Quantities provide the measure and progress of completing work. The Quantity Tracker is the vehicle used to measure installation progress and labor performance, provide performance analysis to identify and recommend action, identify performance trends, forecast installation hours, and highlight expectations and deviations.
- Labor Analysis Report (if required)
 - Poor performance if left unaddressed will result in falling behind schedule and increase cost due to additional labor required to perform the work. A labor corrective action can recommend corrective action.
- Schedule Progress Analysis
 - This section examines the progress of the schedule for the reporting period in comparison with the plan.
- Photographs
 - This section includes some photographs of key activities that have occurred on site during the reporting period.