

# CONSTRUCTION PROJECT EXECUTIVE SUMMARY TEMPLATE – EXAMPLE

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PROJECT NAME	Sunridge Villa Residential Development		
PREPARED BY	PROJECT LEAD	DATE	
Greenfield Construction LLC	Michael Thompson	00/00/0000	
COMPANY CONTACT INFO	ON-SITE CONTACT INFO		
(123) 456-7890 email@greenfieldconstruction.com	(123) 456-7890		

## PROJECT STATUS OVERVIEW

MILESTONE	STATUS	START DATE	COMPLETION DATE
Initial Groundwork	In Progress	00/00/0000	00/00/0000

## BUDGET UPDATES

ENHANCEMENTS	ESTIMATES	VARIANCE	TIME AND MATERIALS UPDATE
Upgraded Kitchen Fixtures	\$25,000	Within Budget	Additional 2 days for custom installations.

PROJECT ISSUES	<p><b>ISSUE 1:</b> Supply chain disruptions have delayed the delivery of key construction materials, impacting the project timeline.</p> <p><b>ISSUE 2:</b> There are unexpected delays in receiving construction permits from local authorities.</p>
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PROJECT RISKS	PLAN	PROBABILITY	IMPACT
<b>RISK 1:</b> Weather-Related Delays	Implement a flexible work schedule and secure the site for severe weather.	Medium	High
<b>RISK 2:</b> Cost Overruns	Conduct regular budget reviews.	Low	Medium

PROJECT CHANGE ORDERS	DETAILS	STATUS
<b>CHANGE ORDER 1:</b> Enhanced Security Features	Upgrade the security system in response to stakeholder concerns.	Under review with potential for implementation in the next phase.

PROJECT SUMMARY NOTES	The Sunridge Villa Residential Development is progressing, with key milestones being closely monitored. Overall, the project is on track to deliver high-quality, sustainable residential homes.
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PROJECT CHANGE ORDERS	DETAILS	STATUS		
PROJECT SUMMARY NOTES				



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