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Objectives

The monthly report is required to put forward in a standard format that facilitates consideration of important issues, a well reasoned basis of facts upon which discussion can proceed and provide a record of matters considered by the project control group (PCG) including:

- 1 clear and concise avoiding unnecessary duplication
- 1 essential issues and attendant risks for consideration
- 1 viable options, the evaluation of options and their implications
- 1 clear recommendations by consultants.

To meet these objectives, a standard format monthly report has been developed and certain considerations are to be addressed as set out. If there is a need to report in a non-standard manner, the consultants are to obtain advice from the Infrastructure Planning and Delivery (IPD) project manager on where information is to be included within the standard template.

Monthly Report Contents

To meet these objectives, monthly reports have a standard format and consultants preparing the monthly reports are to address the sections as set out below.

- 1 executive summary
- 1 progress report
- 1 issues
- 1 general report
 - o program / timetable
 - o options
 - o cost and risk reports
 - o other reports and considerations.
- 1 recommendations.

It is important to note that the materials forwarded to the PCG in the monthly reports clearly distinguish between Issues and risks. For the purposes of monthly reporting the following should be used for guidance.

Issues

Matters for attention or resolution by the PCG. These are items that need to be drawn to the attention of the PCG in an explicit manner when undertaking their role and may require actions such as endorsement or referral.

Risks

Unknowns identified that may have the potential to affect project outcomes in the planning, development or use of a facility or asset.

Report Structure

Reports are to follow a template that has been prepared in order to provide clarity and consistency of monthly reporting to the PCG (Refer to Appendix B). The body of the monthly report is to be succinct and bring out essential matters. Point form, rather than narrative style, should be used if possible. Each section of the pro-forma must be completed. In those cases where the section is 'not applicable' to the particular project, this must be stated.

Reporting Roles

Reports are to follow a process that clearly distinguishes the separation of roles of:

- 1 preparing
- 1 checking
- 1 approving.

In order to confirm that this has taken place the face page of Monthly report with locations for sign off by the appropriate person is to be completed.