

# 3.3.3.1. Project Progress Report

The Project Progress Report enables the tracking of actual progress for WBS tasks (based on BOQ lines) during a selected reporting period. It is used to monitor performance, manage progress and support billing processes.

## How to create

Project Costing Project Progress Project Progress Report.



Click **Create** and select the required **Project** from the list.

The system automatically fills in the fields using the defined project structure and associated parameters.

## Main Tab

The **Main Tab** contains key header information relevant to the project progress report. It captures the following details-

- **Project-** Indicates the project for which the progress is being tracked.
- **Company-** Refers to the client or project owner.
- **Contract-** Specifies the contract number and currency under which the work is being executed.
- **Responsible-** the person accountable for updating and submitting the progress report.
- **Period-** Defines the timeframe for which the progress is being reported.
- **Entity-** Specifies the Entity responsible for the physical work on site.

← → ☆ Project Progress Report ME0025-00000001 dated 7/11/2025 12:08:25 PM

Main [Approvals](#) [History of Approval](#) [History of Object Status Changes](#) [Taken Decisions](#)

**Post and close** Save Post Generate

Main **Project Structure** Issues

Project: REPLACE FIRE FIGHTING PUMPS Number: ME0025-00000001 From: 7/11/2025 12:08:25 PM

Company: Times Security LLC Period: 7/1/2025 - 7/31/2025

Contract: # 090825 (AED) Entity: MRB Engineering and Contracting

Responsible: Siam

Comment

## Project Structure tab

The **Project Structure Tab** outlines the breakdown of project work in a structured, hierarchical format based on the **Work Breakdown Structure (WBS)**. It includes not only tasks, but also major phases, deliverables, and measurable item lines.

**Code** - Displays the hierarchical WBS code assigned to each line item. For example-

- 1 is the main task "Detail Design & Engineering..."
- 1.1 Refer to a specific item line under it (e.g., "Design Fire Fighting Pump")

**Project Task**- Describes each activity or deliverable. Tasks may be general (e.g., "CONSTRUCTION SCOPE") or detailed (e.g., "PIPE SIZE 8").

**Weight**- It is set during estimation and distributed proportionally across tasks. It shows how much progress each task contributes to the parent level.

**Quantity** – Shows work progress in terms of units and is divided into-

- **Previous** – Quantity completed before the current report.
- **Current Report** – Quantity newly completed in this reporting cycle.
- **Estimated** – Total planned or expected quantity for the task.

**Progress (%)** – Indicates task completion in percentage and includes-

- **Previous** – Progress achieved before this report.
- **Current Report** – Progress added in the current update.
- **Cumulative** – Total progress so far.  
*Example- For the "PIPE SIZE 8" task, 5.000% cumulative progress is shown, all of which comes from this report.*

Project Progress Report ME0025-0000001 dated 7/11/2025 12:08:25 PM \*

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Issues

Mode By WBS By To Do Items

Update Progress by To Do Items More actions -

Code	Project Task	Weight	Quantity			Progress (%)			Comments
			Previous	Current Report	Estimated	Previous	Current Report	Cumulative	
	<b>Project</b>	100.000	Not Applic...	Not Applicable	Not Applic...		18.750	18.750	
1	<b>DETAIL DESIGN &amp; ENGINEERING FIRE FIGHTING PUMP UL-LI...</b>	8.333	Not Applic...	Not Applicable	Not Applic...		20.000	20.000	
1.1	DESIGN FIRE ... DESIGN FIRE FIGHTING PUMP ELECTRIC DIESEL JOCKEY 750 GPM @ 7 BAR WITHAL...	Pcs 100.000		0.200	1.000		20.000	20.000	
2	<b>MOBILIZATION</b>	8.333	Not Applic...	Not Applicable	Not Applic...		20.000	20.000	
2.1	MOBIL... MANP...	Pcs 100.000		0.200	1.000		20.000	20.000	
3	<b>CONSTRUCTION SCOPE</b>	66.667	Not Applic...	Not Applicable	Not Applic...		18.125	18.125	
3.1	FIRE PUMP ... FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ, 500 GPM @ 7 BAR WITH STANDARD ...	Pcs 12.500		0.200	1.000		20.000	20.000	
3.2	GATE VALVE ... GATE VALVE SIZE 12", Body: ASTM A216 GR.WCB (Internal FBE Lined), Trim: UNS...	Pcs 12.500		0.200	1.000		20.000	20.000	
3.3	PIPE GALVA... PIPE GALVANIZED SEAMLESS CARBON STEEL SCH 40 ASTM A106/A53 GR-B	Pcs			1.000				
3.4	PIPE SIZE 8"	Mtr 12.500		0.050	1.000		5.000	5.000	
3.4.1	stone crushing, started on 7/11/2025 (Project To Do)	1.000	Not Applic...	Not Applicable	Not Applic...		15.000	15.000	
3.4.2	lay pipe, started on 7/11/2025 (Project To Do)	2.000	Not Applic...	Not Applicable	Not Applic...				
3.5	PIPE SIZE 6"	Mtr 12.500		0.200	1.000		20.000	20.000	
3.6	PIPE SIZE 4"	Mtr 12.500		0.200	1.000		20.000	20.000	
3.7	PIPE SIZE 3"	Mtr 12.500		0.200	1.000		20.000	20.000	

## Issues Tab

The **Issues Tab** records any problems or obstacles encountered during the reporting period that may affect project progress. It includes-

- **Issue Date**- The date the issue was identified.
- **Issue**- A short title or summary of the problem.
- **Content**- Details, explanation or context.
- **Responsible**- The person assigned to resolve or follow up on the issue.
- **For Print Form**- A Checkbox to indicate whether this issue should appear in the printed version of the progress report.

Project Progress Report ME0025-0000001 dated 7/11/2025 12:08:25 PM \*

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Generate - More actions -

Main Project Structure Issues (1)

Add Search (Ctrl+F) More actions -

#	Issue Date	Issue	Content	Responsible	For Print Form
1	7/10/2025	No materials		Siam	<input checked="" type="checkbox"/>

## Print form

This print form provides a structured summary of the project's physical progress for a specific period. It includes:

- **Project, contractor, and client details.**
- **Breakdown of work items** according to the project structure (WBS).
- **Units, estimated quantities, and quantities** reported in the current period.
- **Percentage of work completed** in this period and cumulative to date.
- **Total cumulative progress** is displayed at the bottom.
- **Issues table** - populated from the *Issues* tab in the system when the **For Print** checkbox is enabled
- **Remarks** - populated from the *Comments* section in the Main tab.
- **Site Photos** - displayed when picture attachments are added to the document.

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post **✎** 📧 📄 🖨️ Generate - 🖨️ -

Main Project Structure Issues

Project: REPLACE FIRE FIGHTING PUMPS Number: ME0025-00000002 From: 7/26/2025 11:01:46 PM

Company: Times Security LLC Period: 7/1/2025 - 7/31/2025



Contract: # 09082

Responsible: Siam

Comment

### Attached Files

Generate - **+ Create File** 📄 📄 Edit Commit Lock Search (Ctrl+F) More actions - ?

Description	Long Description	Created	Author
 luxury-mrb-logo-with-crown-elegant-initials-vector-52681208		8/11/2025 10:40:08 AM	Administrator
 mrb-letter-logo-design-on-white-background-mrb-creative-initial...		8/11/2025 10:40:02 AM	Administrator

# Project Progress Report



# ME0025-00000001

Period: 7/1/2025 - 7/31/2025

Project Name: REPLACE FIRE FIGHTING PUMPS

Contractor:		Client:	
<b>MRB Engineering and Contracting LLC</b>		<b>Times Security LLC</b>	
<b>TRN:</b> 100001023120301		<b>TRN:</b> 100000032834799	
<b>Address:</b> Office 2202, Smart Heights Tower, PO Box:1233333, Dubai, UAE		<b>Address:</b>	
<b>Tel.:</b> +971 (4) 0000000		<b>Tel.:</b>	
<b>E-mail:</b> MBR@gmail.com		<b>E-mail:</b>	

#	Description	Unit	Quantity			Completion, %	
			esti- mated	current report	prev. report	this report	cumul- ative
<b>1</b>	<b>DETAIL DESIGN &amp; ENGINEERING FIRE FIGHTING PUMP UL-LISTED</b>					<b>10.000</b>	<b>10.000</b>
	- DESIGN FIRE FIGHTING PUMP	Pcs	1.000	0.100		10.000	10.000
<b>2</b>	<b>MOBILIZATION</b>					<b>10.000</b>	<b>10.000</b>
	- MOBILIZATION MANPOWER AND EQUIPMENT	Pcs	1.000	0.100		10.000	10.000
<b>3</b>	<b>CONSTRUCTION SCOPE</b>					<b>4.375</b>	<b>4.375</b>
	- FIRE PUMP ELECTRIC, DIESEL, JOCKEY EDJ 500 GPM	Pcs	1.000	0.100		10.000	10.000
	- GATE VALVE SIZE 12"	Pcs	1.000	0.200		20.000	20.000
	- PIPE SIZE 8"	Mtr	1.000	0.050		5.000	5.000
	- PIPE SIZE 6"	Mtr	1.000				
	- PIPE SIZE 4"	Mtr	1.000				
	- PIPE SIZE 3"	Mtr	1.000				
	- CONSUMABLE REQUIRED FOR FIRE PUMP INSTALLATION	Pcs	1.000				
	- FOUNDATION FOR FIRE PUMP SIZE 2.4 M3	m3	1.000				
<b>4</b>	<b>MCC &amp; PMCC</b>					<b>20.000</b>	<b>20.000</b>
	- TESTING AND COMMISSIONING OF FIRE FIGHTING PUMP	Pcs	2.000	0.400		20.000	20.000
<b>5</b>	<b>DEMobilIZATION</b>						
<b>Total:</b>						<b>7.917</b>	<b>7.917</b>

Issues		
Date	Responsible	Issue
7/10/2025	Siam	No materials
Test		

Remarks
Delay in Material delivery; work extended by 1 week.

Site Photos
