**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11410&utm_source=integrated+content&utm_campaign=/content/project-summary-templates&utm_medium=Construction+Project+Executive+Summary+doc+11410&lpa=Construction+Project+Executive+Summary+doc+11410&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)CONSTRUCTION PROJECT   
EXECUTIVE SUMMARY TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **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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