

Chapter 12A - Daily Reports/Diaries

Day to day records of project activity and progress are extremely important. The Project Manager (PM) is responsible to assure these are kept, and that they are accurate and adequate records of the progress of the project.

Three forms are used to record that project information:

- General Daily Progress Report, form 734-3474, (may use Structure Painting Daily Progress Report, form 734-1789, for structural coating work)
- Project Manager's Diary, form 734-3120
- Erosion Control Monitoring, form 734-2361

Use the most current forms available on the Contract Administration Unit Website.

Daily Progress Reports/Project Manager's Diaries

The Inspector must use form 734-3474 (may use form 734-1789 for structural coating work) or form 734-3120 to record project activities and events. See example in Exhibit A, pages 1 and 2. The PM must ensure that all appropriate information for a project is recorded on a daily basis.

If the PM uses form 734-3474 (or 734-1789) (Daily) as well as form 734-3120 (Diary), the same information does not need to be recorded on both forms. The forms are meant to supplement each other, not to include duplicate information.

It is very important to record each days work and the resources used for activities that are impacting the project schedule. This needs to be done daily.

It is often beneficial to record events or situations with sketches, pictures, videotape recordings, or other methods.

On large projects, each inspector assigned to a major operation must keep a separate Daily Progress Report or diary. The PM and other key project personnel must record project information on the Daily Progress Report or diary, including:

- Weather, contractor personnel, and major equipment, including listing of equipment downtime and subcontractors.
- Location and description of the work and estimated quantities performed that day
- Arrivals and departure of major equipment
- Condition of traffic control and roadway. Also record significant changes or problems with traffic control and devices.