

**WEEKLY PROGRESS REPORT
(EXAMPLE FOR GROUND TOPOGRAPHICAL SURVEYS)**

Survey company:

Project description:

Survey Project number:

Reporting date:

Note: The survey phases shall be changed to suit the different survey instructions that were specified. This is an example for a seven week project:

SURVEY PHASE	% COMPLETE WEEK 1	% COMPLETE WEEK 2	% COMPLETE WEEK 3	% COMPLETE WEEK 4	% COMPLETE WEEK 5	% COMPLETE WEEK 6	% COMPLETE WEEK 7
Establishment on site							
Verification survey							
Submission of the verification survey and report to the survey project manager							
Fixing of permanent survey control: Horizontal Vertical							
Submission of permanent control to survey project manager for approval							
Detail contour survey							
CAD work on detail contour survey							
Office check on CAD work							
Structural surveys							
CAD work on structural surveys							
Office check on structural survey							
Field check cross-sections							
Field check on final survey data							
Final submission							
Corrections completed							
Project finalized							