

Annual Project Performance Report

Construction Project: Maple Heights Residential Complex

Reporting Period: January 1, 2023 – December 31, 2023

Prepared by: Project Manager, Alpha Builders Ltd.

1. Executive Summary

The **annual project performance report** summarizes the progress, achievements, and challenges encountered during construction of the Maple Heights Residential Complex in 2023. The project remained on track with regard to major milestones and budget, despite minor deviations addressed throughout the year.

2. Project Overview

Project Name	Maple Heights Residential Complex
Location	Downtown Cityville
Project Manager	Jane Doe
Start Date	September 1, 2022
Estimated Completion	December 31, 2024
Reporting Period	January 1, 2023 – December 31, 2023

3. Key Milestones Achieved

Milestone	Scheduled Date	Actual Completion	Status
Foundation Completion	March 2023	March 2023	Completed
Structural Framing	July 2023	June 2023	Ahead of Schedule
Roof Installation	October 2023	October 2023	Completed
Exterior Walls	December 2023	December 2023	Completed

4. Financial Overview

Category	Budgeted	Actual	Variance
Materials	\$2,500,000	\$2,450,000	-\$50,000
Labor	\$1,800,000	\$1,870,000	+\$70,000
Equipment	\$650,000	\$630,000	-\$20,000
Contingency	\$250,000	\$190,000	-\$60,000
Total	\$5,200,000	\$5,140,000	-\$60,000

Note: Project remains within the approved budget, with minor variances accounted for by unexpected labor costs offset by savings in materials and contingency funds.

5. Issues & Risk Management

- Delayed material shipment in April; resolved by sourcing alternate suppliers.
- Labor shortage in June; mitigated by hiring temporary contract workers.
- Weather-related delays in October; no impact on milestone completion.

6. Stakeholder Communication

Monthly updates were provided to stakeholders. Quarterly meetings were held, and all concerns were addressed promptly.

7. Recommendations & Next Steps

- Continue monitoring supply chain risks and develop contingency plans.
- Implement enhanced safety training for labor teams.
- Begin preparation for Phase II (Interior Works) scheduled for Q1 2024.

8. Conclusion

The project is progressing according to schedule and budget, with all critical milestones achieved for 2023. Continued focus on risk management will ensure timely completion next year.

This annual project performance report ensures transparent communication and supports informed decision-making for all construction stakeholders.