Daily Progress Report (DPR)

Fields follow the SuperWise DPR. Yellow cells are for entry, grey cells calculate.

Project	
Report date	
Prepared by	
Weather conditions	

Site Progress

Tasks started, finished or moved on this date. Same six columns as the bulk progress Excel the product reads.

Summary code title	WBS task title	Current progress (%)	Progress date	Actual start	Actual finish

BOQ Measurement Sheets

Measurements recorded on this date. Quantity = Number x Length x Breadth x Height; Net quantity = Quantity - Deduction.

BOQ item	Description	Number	Length (m)	Breadth (m)	Height (m)	Quantity	Deduction	Net quantity

Material Inventory

Stock balance on site: approved deliveries minus consumption. Balance = Received - Consumed.

Material	Received (MDC quantity)	Consumed	Balance

Material Deliveries

Material Delivery Challans (MDC) received on this date, with the quality decision.

Material	Vendor	PO line	Challan	Quantity	Vehicle reg	Driver	Quality status	Quality remarks

Site Issues

Issues opened or updated on this date. Hindrances are Issues in the product; the full register is the hindrance and delay log.

Title	Issue type	Description	Priority	Status	Opened by

Labour Details

Contract workforce present on this date, one line per labour category and contractor.

Labour category	Contractor	Challan	Quantity (man-days)	Notes

Tools Inventory

Tool balances on site. The guide lists the section but no column list, so these columns are sheet-only.

Tool	Quantity on site	Remarks

Site Attendance

Staff attendance on this date. The guide lists the section but no column list, so these columns are sheet-only.

Staff member	Present	Remarks

Materials Supplied

Material sent out of this project on this date (resource transfers). Only the destination project and the date are documented.

Material	To project	Quantity

Material Indents

Indents raised on this date: what the site needs and by when.

Material	Quantity	Required by date	Description

Checklists

Quality forms submitted on this date.

Checklist	Reference number	Filled by	Filled on	Status	WBS task

Free template from superwise.site/templates/construction-daily-report-template/ (construction-daily-report-template-v1.xlsx). Preview of the blank form.