

Project Executive Summary

Template — structured the way FieldBinder AI generates its Executive Summary

Project	Project name as it appears on the contract
Project No.	Your job or contract number
Customer	Owner or client the summary goes to
Site	Site or location: address, plant, building, area
Period covered	From – to. Yours to set: the app's Executive Summary draws on the whole project, not a date range
Prepared by	Name and role of the person who was on site and reviewed this summary; date prepared

1. Status

Two or three sentences the owner can read in a minute: where the project stands at the end of the period.

Write what was seen and recorded on site. If you state a schedule or budget position, name the document it comes from and its date.

2. Progress

What was completed, installed, tested, inspected, or delivered in the period — by area or system.

Quantities and locations where they matter. Reference photos by their date and time.

3. Open Issues

What is blocking or slowing the work now: conflicts, missing material, unanswered questions, open punch items.

For each one: what it is, where it is, and who owns the next move.

4. Risks

What could become an issue if nothing changes: conditions observed on site, access, long-lead items, safety.
Keep what you saw separate from what you expect. Say what would confirm or clear each risk.

5. Decisions Needed

Each decision the owner or the design team has to make, written as a question that can be answered.
Who decides, and the date the work needs the answer.

6. Next Steps

What happens in the next period and who acts: work planned, inspections, deliveries, meetings.
Carry every open issue and decision forward with a name beside it.

Structure: the six sections are the ones the FieldBinder AI app generates for its Executive Summary, in the same order — Status, Progress, Open Issues, Risks, Decisions Needed, Next Steps — under the project header fields its report carries (project, project number, customer, site). The app drafts the summary only from the captures and project details on the project, and writes "None reported." where a section has no relevant captures; do the same by hand rather than leaving a section blank. Period covered and Prepared by are manual: the app's summary covers the whole project and prints the report date.