**進捗状況報告書**

年　　月　　日現在

**図面進捗管理表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | 進捗率　％ | | | | | | | | | | | 予定  枚数 |
|  | 図面名 | 10 | 20 | | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |
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| 上段：次回報告時進捗予定（ 年 月 日） | | | | | | | | | | | | | |
| 下段：現在の進捗状況 | | | | （目安）　　書上チェック未了  事務所チェック完了  監督員用チェック図提出  監督員チェック完了チェック図提出  原図決裁 | | | | | | | | | 60％  70％  80％  90％  100％ |
|  |  |  | |
| チェック図提出予定日 | |  | |
| 年 月 日 | |  | |

**積算進捗管理表**

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|  | 進捗率　％ | | | | | | | | | | |
|  | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | | 100 |
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|  | （目安）　　拾上げ集計完了  事務所チェック完了  監督員ヒアリング完了、調書提出  内訳書整合整理 | | | | | | | | | 60％  80％  90％  100％ | |
|  |
| 積算調書提出予定日 |  | | | | | | | | | | |
| 年 月 日 |

**内訳進捗管理表**

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|  | 進捗率　％ | | | | | | | | | | |
|  | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | | 100 |
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|  | （目安）　　フォーム完了  数量計上完了（チェック共）  見積り収集完了  監督員ヒアリング完了、データ提出  監督員工事費算出 | | | | | | | | | 60％  70％  80％  90％  100％ | |
|  |
| 電子データ提出予定日 |  | | | | | | | | | | |
| 年　　月　　日 |

**業務全体進捗率**

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|  | 進捗率　％ | | | | | | | | | |
|  | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | （目安）　　図面6：積算、内訳4程度の比率で総合的に記入する。 | | | | | | | | | | |
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| 完成予定日 | （目安）　　ヒアリング完了後、7～10日後 | | | | | | | | | | |
| 年　　月　　日 |

（対策）…遅延状況の場合のみ記入