

## Site Visit Report

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Project Title:

Project Number:

Document Owner:

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### Project Details

Visit Details		
	Project Name	
	Client Company	
	Client Contact (Primary)	
	Title	
	Contact Details	
	Project Manager	
	Developer	
	Date of Visit	
	Time of Visit	
	Location for Site Visit	
	Hours/Days Job Duration	
	Helpdesk Job No./Ref No.	

### Document Details

Document	Name	Site Visit Report

### Review Details

Review List	Name	Role

# 1 Project Background

## 1.1 Primary Objective:

Describe the project objectives.

## 1.2 Current Issue(s):

Describe the project issues.

## 1.3 Proposed Solution:

Describe the proposed solution.

# 2 Project Tasks & Assumptions

## 2.1 Overview of tasks

Describe the tasks that form the basis of the proposed visit by an engineer or developer.

Task Description	Assigned To

## 2.2 Assumptions

Describe the assumptions you have related to this project.

- 1.
- 2.
- 3.

### 3 Task Status

#### 3.1 Completed Tasks

Describe completed tasks.

Task Description	Completed (Yes/No)	Assigned To

#### 3.2 Outstanding Tasks & Resolution

Task Description	Reason Task is Outstanding	Resolution

#### 3.3 Any Additional Work Completed

Task Description	Reason Task was Completed	Undertaken By

#### 3.4 Additional Comments/Information

## 4 Recommendations

### 4.1 Current Work

Describe your recommendations on the work that has been undertaken.

- 1.
- 2.
- 3.

### 4.2 Future Work

Describe your recommendations on future work that may be undertaken.

- 1.
- 2.
- 3.

## 5 Budget Utilisation

Describe costs related to the site visit.

Resource Type	Estimate Time Spent (Hours/Days)	Daily Rate \$
<b>Total</b>		