

Weekly Job Productivity Report

The weekly job productivity report is a communication tool to inform all employees about progress toward completion of a job. This single page job summary is a snapshot of current job productivity with respect to labor, materials, and subcontracts. The report also recaps current progress toward manager and field employee bonuses. It reminds employees of four core areas that must be addressed to achieve a successful job: productivity, schedule, safety, and customer delight. Thus with one tool, core values are reinforced, managers are informed, and employees are motivated.

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