

**DIOCESE OF CHARLESTON
BUILDING AND RENOVATION ADVISORY COMMITTEE
MONTHLY PROJECT UPDATE REPORT**

PARISH:

DATE OF REPORT:

PROJECT:

CONTACT PERSON:

Please provide a brief summary of any accomplishments in regard to your building/renovation project during the previous month.

Any problems experienced in the past month? (If yes, please explain)

What are the project goals for the upcoming month?

What is the estimated percentage of the project completion? _____%

(PLEASE SEND TO YOUR REGIONAL PROJECT LIAISON AND STEPHANIE MCLELLAN VIA EMAIL, smclellan@charlestdiocese.org, NO LATER THAN THE 1st THURSDAY OF EACH MONTH. INCLUDE CURRENT PROJECT CASH FLOW REPORTS.)