SIP - Daily Report

Date: 2026-05-24 (Sunday)
Day: 07
Time: 10:00 AM – 02:00 PM
Location: Dhaka WASA Bhaban (15th floor, Kazi Nazrul Islam Ave, Dhaka-1215, Bangladesh)

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Overview

Today marked our 7th day of this internship program. It revolved around reviewing and analyzing DSIP's previous quarterly progress reports and the latest semi-annual progress report that is prepared by our working office, Project Management Consultant (PMC).

Chronological Activities

1. Provision of previous progress reports.
2. Document study.

Observations into Reports

Report Structure and Organization

- Quarterly progress reports (8 chapters):
  1. Background
  2. Methodology
  3. Physical Progress of Project
  4. Social, Resettlement, Environmental, and Gender Issues
  5. Financial Progress
  6. Identification of Problems
  7. Conclusion
  8. Recommendation
- Semi-annual progress report (7 chapters):
  1. Structurally similar to the quarterly report but physical and financial progress are merged into a single chapter.

Project Tracking Frameworks

Project execution progress is monitored and recorded across three main dimensions:

1. Physical progress: Tracked using an Indicator Tracking Table. Activities are categorized into:
   a. Service packages: e.g., SD2 (Consultancy services).
   b. Work packages: e.g., WD3 (Construction of the Western Main Trunk line).
   c. Goods packages: e.g., Procurement of office vehicles and utility bikes.
2. Financial progress: Assessed by comparing actual project expenditures against the planned budget.
3. Social work progress: Monitored by measuring resolved social, resettlement, and environmental issues against the initial list of anticipated challenges.

Obstacles and Mitigation

The reviewed reports highlighted recurrent system bottlenecks:

- Coordination gaps between consultants and contractors.
- Incomplete or delayed work plans, budget allocations, social management protocols, and financial summaries.
- **Resolution path:** Corrective measures for identified problems were included at the end of the reports.

Quantitative Summary Indicators

The reports feature synthesized data tables at the end to display overall progress.

Example (Work Package WD1 - Pagla Sewage Treatment Plant [PSTP]): As of December 31, 2025, the physical progress was recorded at approximately 20%, while the financial expenditure stood at roughly 19%.

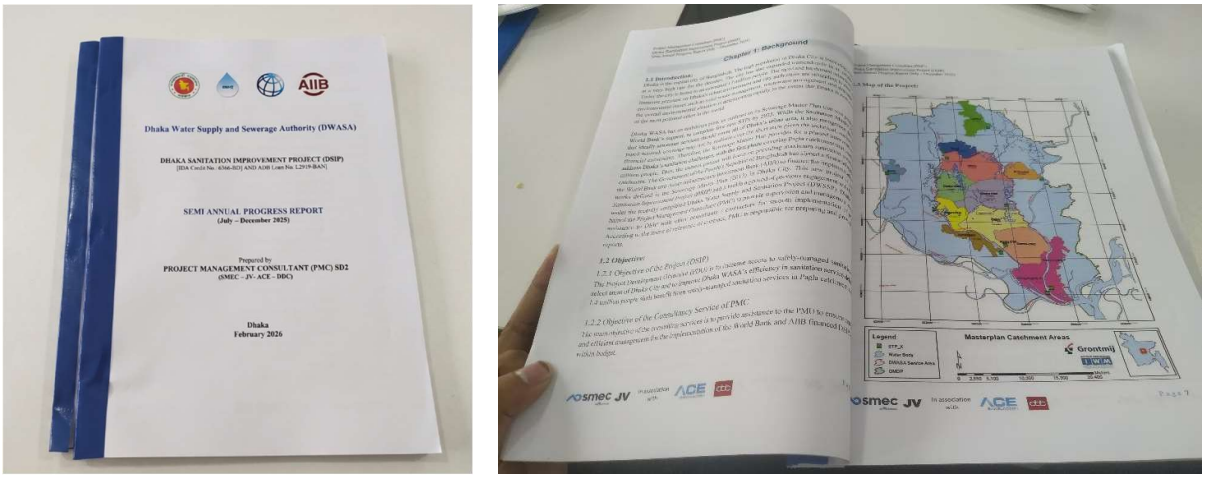


Figure 1 View of one of the progress reports

Next Steps

Report to the DSIP office at Dhaka WASA Bhaban.

Schedule: June 01, 2026, at 10:00 AM.