ACTIVEMAP / FILLED EXAMPLE

Project task completion report

Illustrative demonstration data. A form example, not an actual job record or an app export.

Project / stage	Demo project PR-24 / Site equipment checks
External task / ActiveMap task	EXT-104 / AM-702
Site / team / actual visit	Demo site P-04 / Demo crew C / 20 Oct 2026

01 / WORK RECORD AND OBSERVATIONS

Work item / reference	Reported result	Evidence / outstanding work
Equipment label checks	8 of 10 checked	P01 / Two remaining checks require access
Mounting observations	Recorded	P02 / Notes attached to task AM-702
Completion status	Partial completion reported	Reviewer decision and next visit pending

02 / EVIDENCE AND FOLLOW-UP

Planned / actual dates	Planned: 20 Oct 2026 / Visit: 20 Oct 2026, 09:00-11:10.
Next action / owner / due	Arrange access and inspect remaining items / Demo project coordinator / 22 Oct 2026.
Review / exchange record	Report pending review. External status update and data exchange to follow the configured workflow.

03 / SIGN-OFF

Field team / prepared by	Project reviewer
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Keep both task references in the report. Review partial completion and remaining work before updating the external project status through the agreed exchange process.

ACTIVEMAP / BLANK TEMPLATE

Project task completion report

Adapt the fields and review process to your organisation.

Project / stage	
External task / ActiveMap task	
Site / team / actual visit	

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