

# 工程项目总结报告写作步骤

汇报人：

汇报时间：

| UE |

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# 01 引言





# 报告的目的和背景



## 目的

总结工程项目实施过程、成果和经验教训，为项目决策者、管理者 and 执行者提供参考和借鉴。



## 背景

介绍项目的基本情况，包括项目来源、投资方、建设方、承包方等，以及项目所处的行业和市场环境。



# 报告的范围和限制

## 范围

明确报告所涉及的内容和重点，如项目的目标、任务、实施过程、成果评估等。

## 限制

指出报告的局限性，如数据来源的可靠性、分析方法的局限性等。

2		NATIONAL HEALTH INSURANCE.		3				
Date of Entry into Insurance } <u>15 7 1912</u>		Age at next birth-day after Entry. } <u>45</u>		No. _____				
Quarter ended	RECORD OF CONTRIBUTIONS, ETC.	No. of Weeks.	Initials of Society Official.	BENEFITS { Ordinary Rate of Sickness Benefit _____ a week.				
1912 18th October	Contributions paid.....	13		NOTE.—An employed Contributor becomes entitled to— (1) SANATORIUM BENEFIT:—Upon entry into Insurance. (2) MEDICAL BENEFIT:—Upon entry into Insurance, but not during the first six months after the commencement of the Act. (3) SICKNESS AND MATERNITY BENEFIT:—So soon as 26 weeks have elapsed since entry into Insurance, and 26 weekly Contributions have been paid by or in respect of her. (4) DISABLEMENT BENEFIT:—So soon as 104 weeks have elapsed since entry into Insurance, and 104 weekly Contributions have been paid by or in respect of her.				
1913 12th January	Contributions paid..... Arrears paid in respect of previous Quarter.....	13		Contributors of 65 or upwards on 15th July, 1912, are entitled to such benefits as the Society may determine.				
1913 18th April	Contributions paid..... Arrears paid in respect of previous Quarters.....	13		Wks.	dys.	£	s.	d.
1913 18th July	Contributions paid..... Arrears paid in respect of previous Quarters.....	13		Sickness Benefit .....				
1913 12th October	Contributions paid..... No. of Weeks' Sickness, etc. .... No. of Weeks' Arrears..... Arrears paid in respect of previous Quarters.....	13		Maternity Benefit .....				
5th July 1914	Arrears paid in respect of previous Quarters.....	25		Benefit .....				
	TOTAL No. of Weeks' Contributions and Arrears paid, carried forward to next book.							

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# 工程项目总结报告的写作 准备





# 收集和整理资料



## 收集资料

收集与工程项目相关的所有资料，包括项目计划、合同、预算、进度报告、会议记录等。

## 整理资料

对收集到的资料进行分类、筛选和整理，确保资料的真实性和完整性。

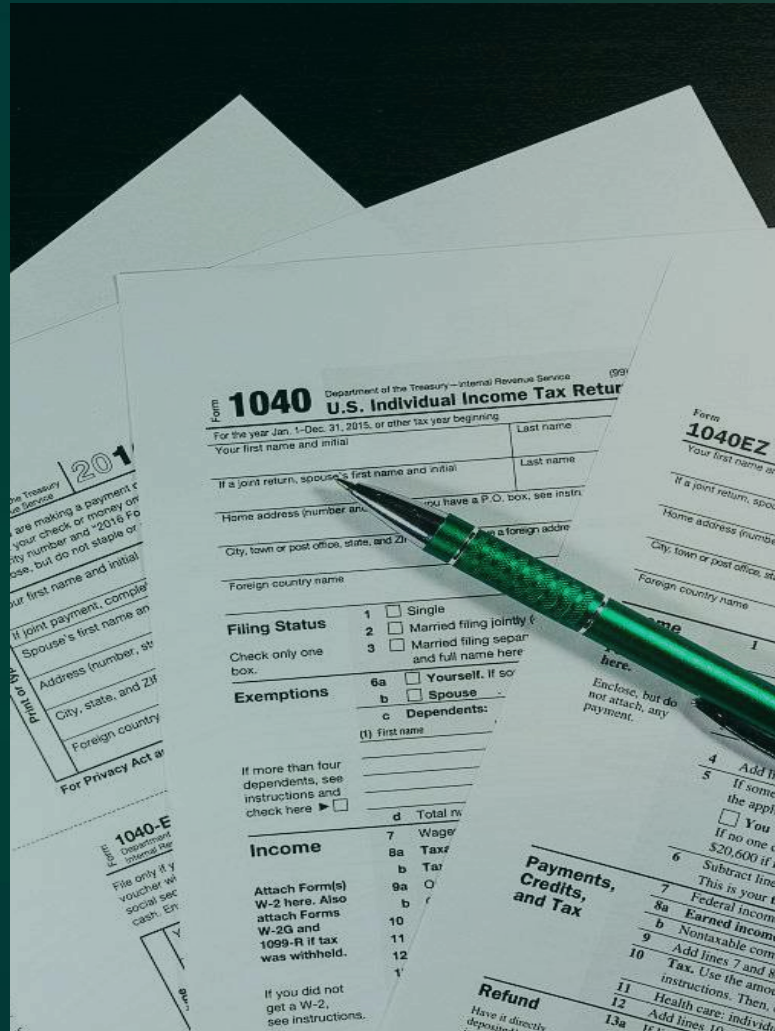
# 确定报告的结构和格式

## 确定报告结构

根据工程项目总结报告的要求，确定报告的结构，包括引言、正文和结论等部分。

## 确定报告格式

根据报告的目的和读者需求，确定报告的格式，包括标题、目录、表格、图片等。





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