

TIPOS DE DOCUMENTACIÓN

DOCUMENTO DE COMUNICACIÓN

REPORTES DIARIOS

The diagram illustrates the layout of a Daily Report form. It is divided into several sections:

- PERSONAL DEL DÍA:** A column of horizontal lines on the left side for recording the names of the staff.
- ACTIVIDADES REALIZADAS:** A large central rectangular area for detailing the activities performed during the day.
- FECHA:** A small rectangular box at the top right for recording the date.
- ACTIVIDADES POSTERGADAS Y PROGRAMADAS:** A section at the bottom left, separated by a dashed line, for recording postponed and planned activities.
- FIRMAS DE ENCARGADOS:** A signature line at the bottom right, featuring a sample signature.

DOCUMENTO DE COMUNICACIÓN

INFORMES POR HITOS

The diagram illustrates the layout of a Milestones Report form. It features a central progress bar and several text areas:

- HITOS PREVIOS:** A horizontal line with five circular markers. The second, third, and fourth markers are white, while the first and fifth are grey, representing previous milestones.
- HITO LOGRADO:** A larger, solid grey circle on the progress bar, representing the current milestone achieved.
- HITO PRÓXIMOS:** A small red dot on the progress bar, representing the next milestone to be reached.
- OBSERVACIONES:** A section on the left side containing four horizontal lines, each preceded by a checkmark, for recording observations.
- OBJETIVOS ALCANZADOS:** A wide rectangular box at the bottom for recording the objectives that have been achieved.



TIPOS DE DOCUMENTACIÓN

DOCUMENTO DE COMUNICACIÓN

CIERRES DE FASE

FASE

PACTADO

REALIZADO Y CONFORME

CAMBIOS

FIRMAS DE ENCARGADO Y CLIENTE

DOCUMENTO DE REGISTRO

REGISTRO DE CAMBIOS

PARTIDA

FECHA

QUIÉN SOLICITA

POR QUÉ SOLICITA

DETALLE CAMBIO

FIRMAS

INCIDENCIA EN PRESUPUESTO

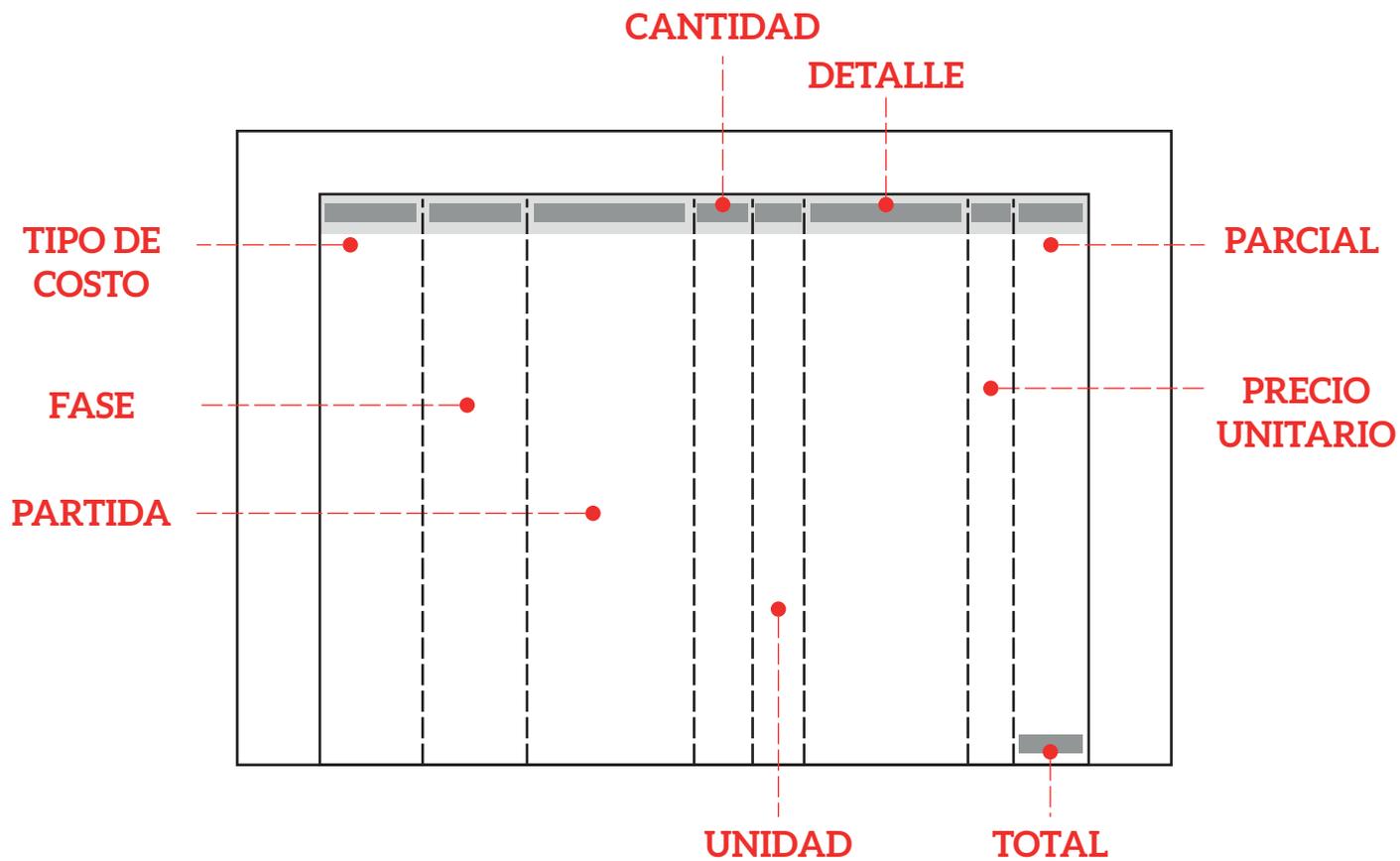
INCIDENCIA EN CRONOGRAMA



TIPOS DE DOCUMENTACIÓN

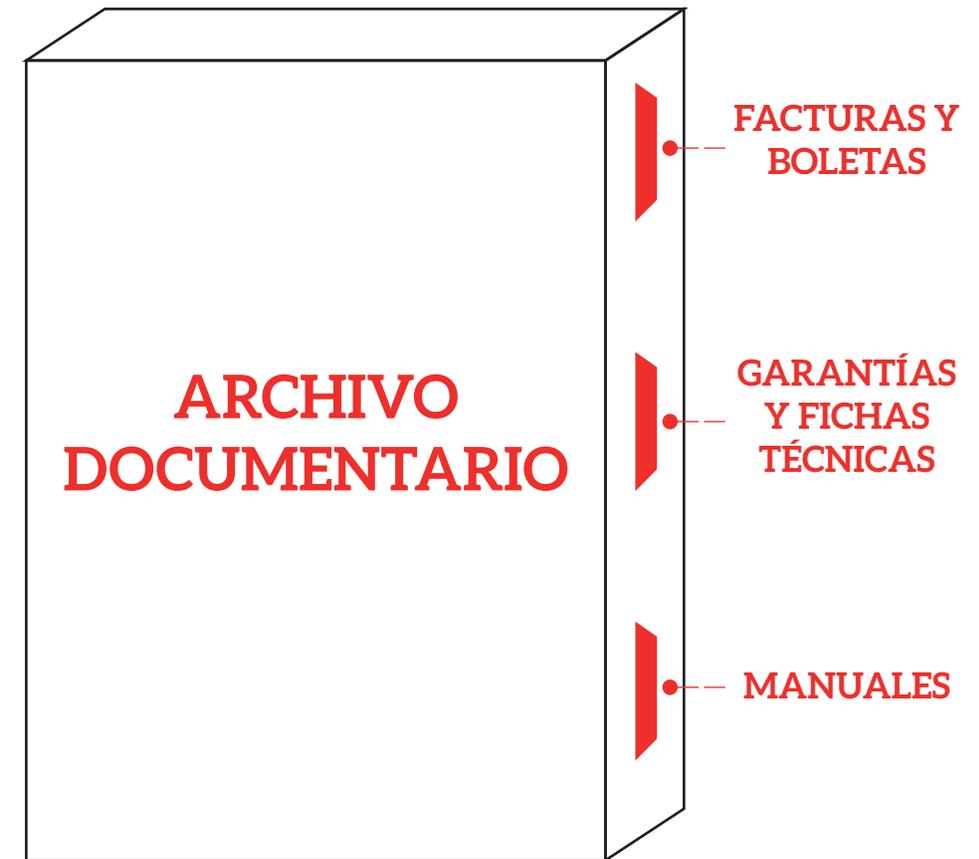
DOCUMENTO DE REGISTRO

REGISTRO DE CAMBIOS



DOCUMENTO DE REGISTRO

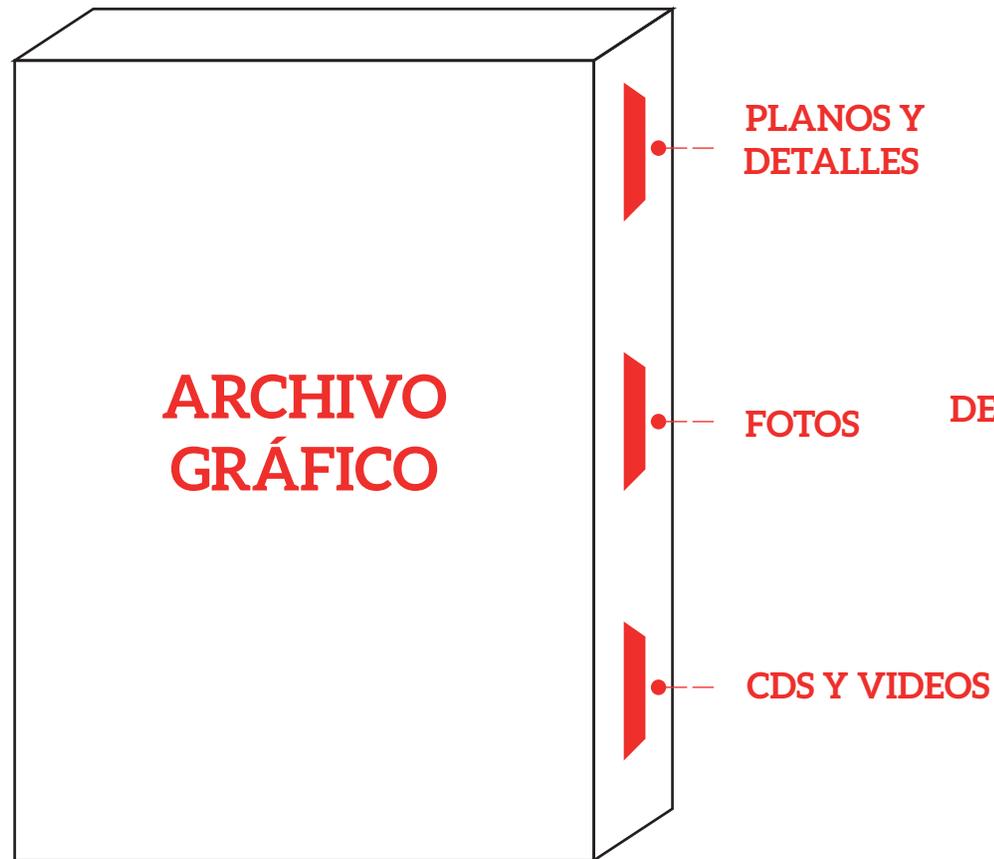
ARCHIVO DOCUMENTARIO



TIPOS DE DOCUMENTACIÓN

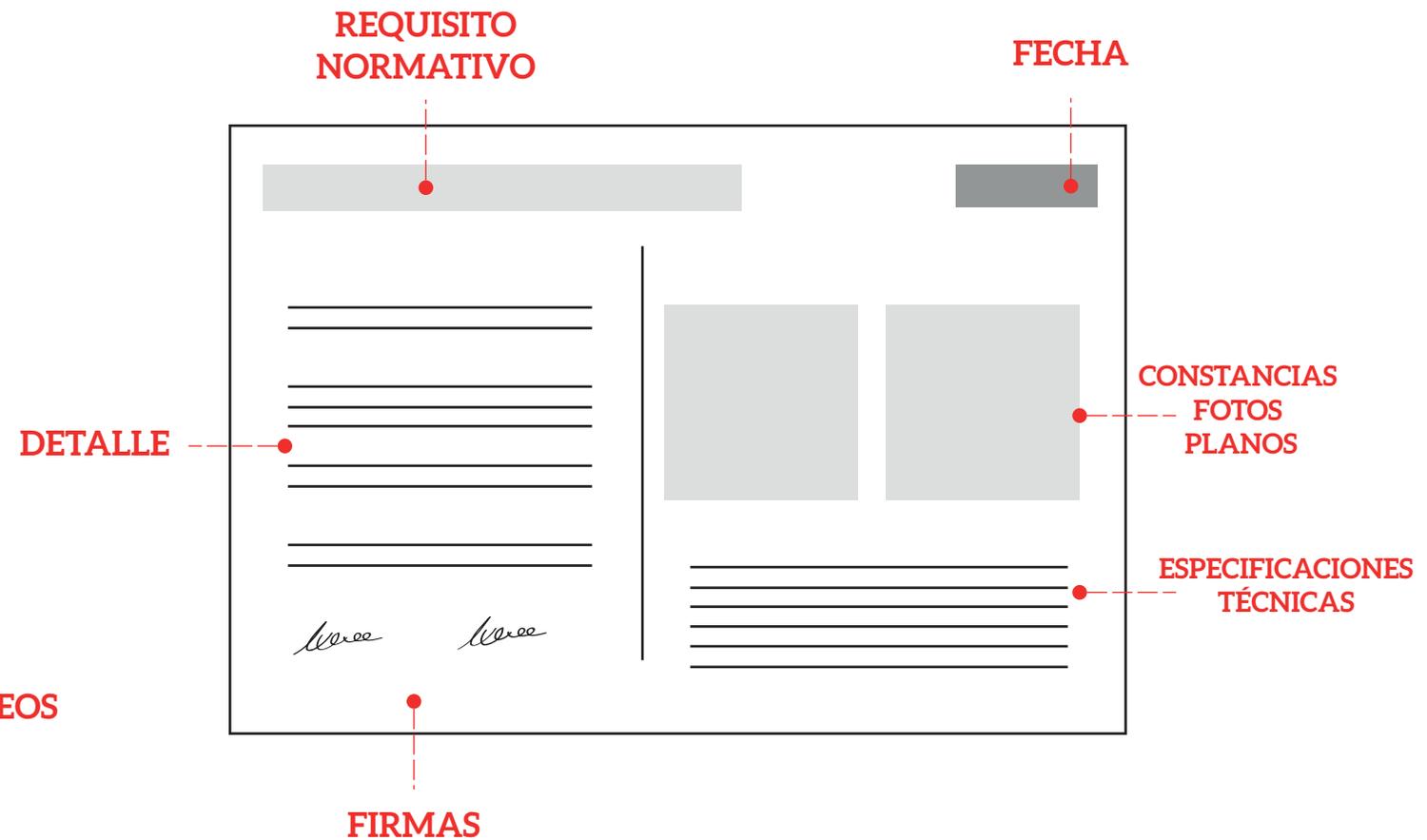
DOCUMENTO DE REGISTRO

REGISTRO GRÁFICO Y FOTOGRÁFICO



DOCUMENTO DE REGISTRO

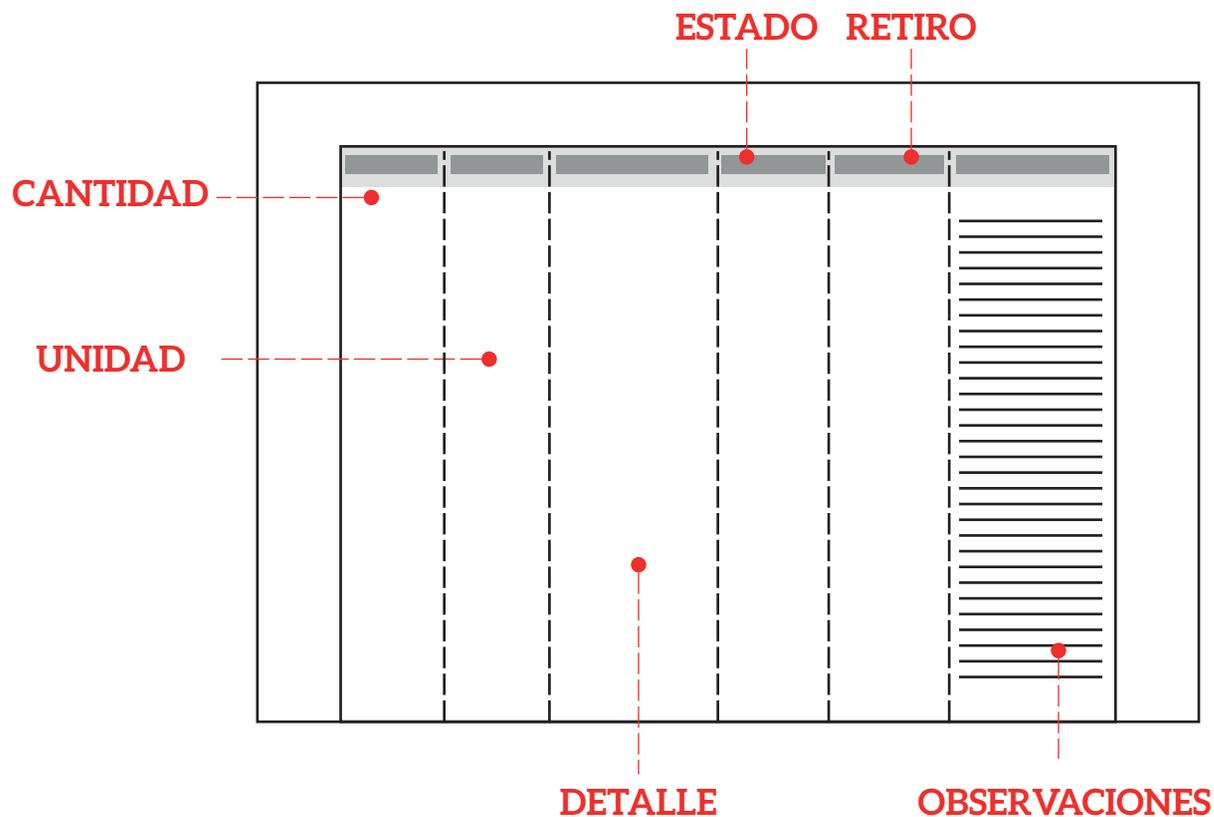
CONSTANCIAS



TIPOS DE DOCUMENTACIÓN

DOCUMENTO DE CONTROL

KARDEX E INVENTARIO DE ALMACÉN



DOCUMENTO DE COMUNICACIÓN

HOJAS DE REQUERIMIENTOS



TIPOS DE DOCUMENTACIÓN

DOCUMENTO DE COMUNICACIÓN

REPORTES DE INCIDENTES O IMPREVISTOS

ACTIVIDAD INVOLUCRADA

Diagram illustrating the structure of an incident report form. The form is divided into several sections, each with a corresponding label:

- ACTIVIDAD INVOLUCRADA**: Located at the top left.
- FECHA**: Located at the top right.
- CAUSAS**: Located in the upper middle section.
- INCIDENTE**: Located in the middle section.
- CONSECUENCIAS**: Located in the lower middle section.
- MEDIDAS TOMADAS**: Located at the bottom right.
- PERSONAL PRESENTE**: Located on the left side.
- FIRMAS**: Located at the bottom left, with two handwritten signatures.

DOCUMENTO DE COMUNICACIÓN

DOCUMENTOS PAGO

Diagram illustrating the structure of a payment receipt form. The form is divided into several sections, each with a corresponding label:

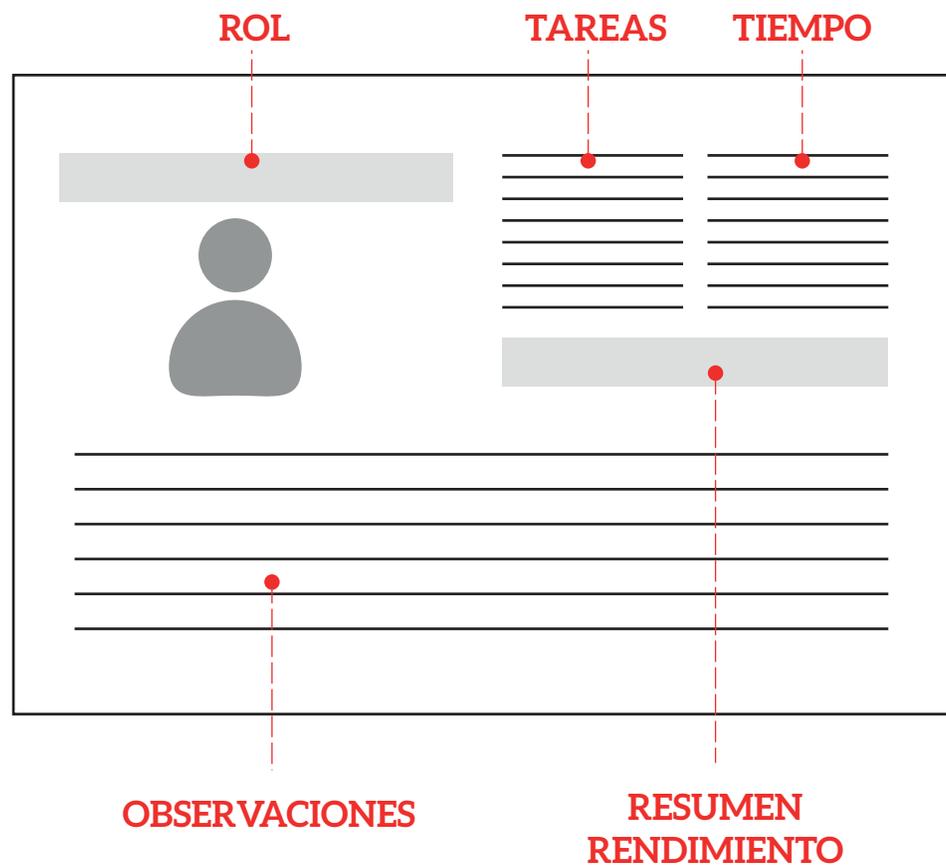
- RECIBO**: Located at the top left.
- MONTO**: Located at the top right.
- PAGADOR**: Located in the upper middle section.
- CANTIDAD**: Located in the middle section.
- CONCEPTO**: Located in the lower middle section.
- FIRMA**: Located at the bottom right, with a handwritten signature.
- FECHA**: Located at the bottom left.



TIPOS DE DOCUMENTACIÓN

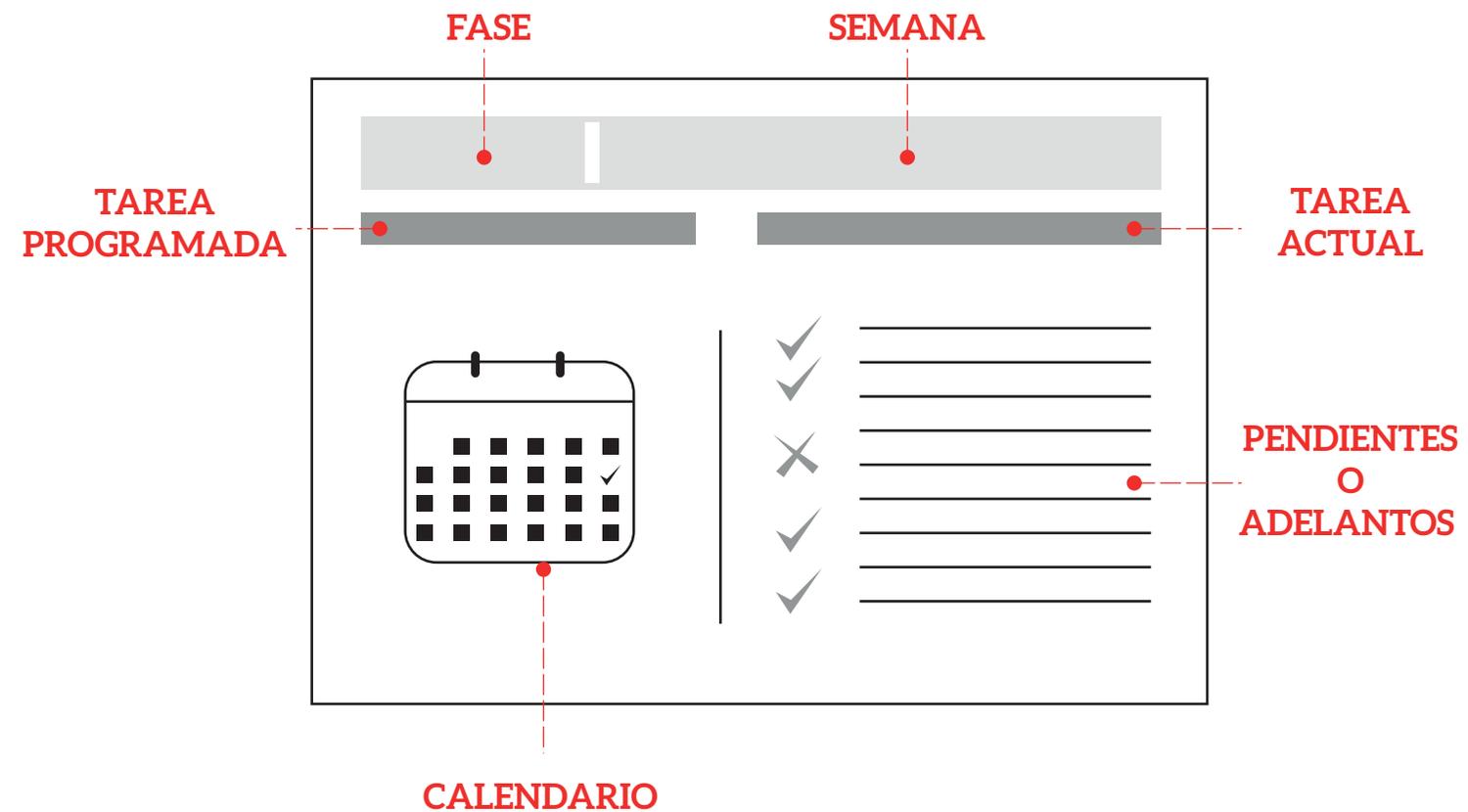
DOCUMENTO DE CONTROL

CONTROL DE CUADRILLAS



DOCUMENTO DE CONTROL

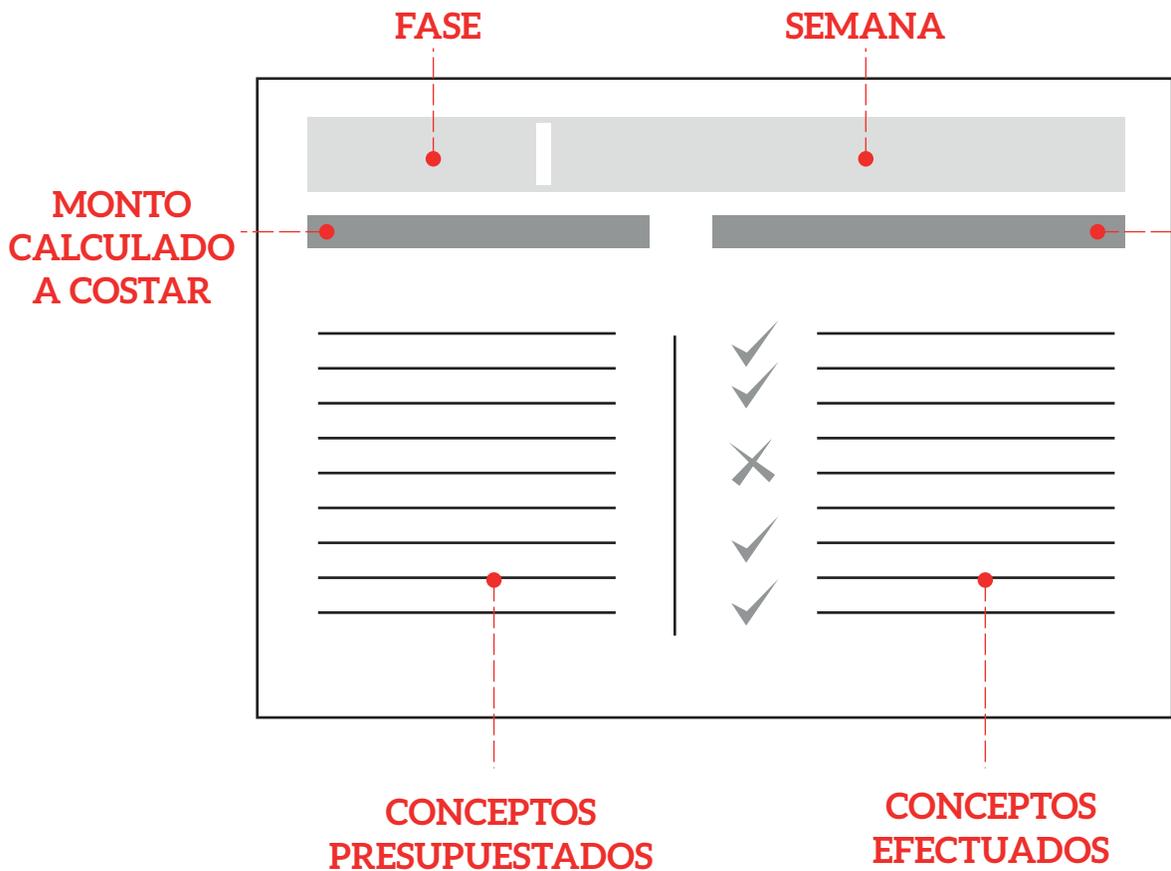
SEGUIMIENTO AL CRONOGRAMA



TIPOS DE DOCUMENTACIÓN

DOCUMENTO DE CONTROL

SEGUIMIENTO AL PRESUPUESTO



DOCUMENTO DE CONTROL

FICHAS DE INSPECCIÓN TÉCNICA

