**Project:** Enter project name.

**Project Contact – Name & Title:** Enter project contact for quarterly progress reporting.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Reporting Period:** mm/dd/yy – mm/dd/yy

# Project Status Summary:

Click or tap here to enter text.

# Project Issues and CHALLENGES:

Click or tap here to enter text.

# Schedule:

You may expand/modify the table as needed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Original Baseline  *(This should be same as the PMP)* | | Current Baseline | | Current Forecast | |
| Major Milestones | Start | Finish | Start | Finish | Start | Finish |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Progress This Quarter:

Click or tap here to enter text.

# Future/Upcoming Activities, Next Quarter:

Click or tap here to enter text.

# Project Budget:

If there are any changes to the project budget, please submit a revised Project Management Plan with an explanation of budget change.

# expenditure to date BY FUNDING TYPE:

1. Provide a cost table as below. You may expand/modify the table as needed.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WBS Category**  *(Add rows as needed – consistent with PMP)* | **Previously Reported Expenditures** | | **Expenditures this Reporting Period** | | **Total Expenditures** | | **Remaining Budget**  **($)** | **Budget Spent (%)** |
| 2016 MB  ($) | Non-2016MB  ($) | 2016 MB  ($) | Non-2016MB  ($) | 2016 MB  ($) | Non-2016MB  ($) |
| Project Management |  |  |  |  |  |  |  |  |
| Construction Management & Support Services |  |  |  |  |  |  |  |  |
| Design and Design Support During Construction |  |  |  |  |  |  |  |  |
| Utility Relocation |  |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

1. The implementation agency to state “whether project is expected to complete within the budget or not at the time of reporting.” If the actual expense incurred exceeds planned budget, implementation agency needs to discuss with funding/oversight agency about the status and action to be taken to address the risk.

# Coordination and Stakeholder Engagement:

Click or tap here to enter text.