**Project:** Enter project name.

**Project Contact – Name & Title:** Enter project contact for 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

# Progress This REPORTING PERIOD:

* *Detail progress this period, Including any coordination effort with partnering agencies and external stakeholders as well as any community engagement activities. Specify new activities and progress from the last progress report.*

# EXPECTED Activities, Next REPORTING PERIOD:

* *Detail the anticipated activities for the next period, Including any coordination effort with partnering agencies and external stakeholders as well as any community engagement activities.*

Click or tap here to enter text.

# Issues and CHALLENGES:

* *Identify any project issues/challenges that have caused or may potentially cause delays in final delivery or budget, or changes in the Baseline Scope.*

Click or tap here to enter text.

# Schedule:

You may expand/modify the table as needed. This table must match the milestones identified in the initial Milestone Schedule and Budget submittal and must be **fully** populated. Add and/or edit rows as needed. Delete existing rows if they are not applicable as your project. **Milestones must match the milestones included in the PMP.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Original Baseline  *(This should be same as the PMP)* | | Current Baseline | | Current Forecast | |
| Major Milestones (examples) | Start | Finish | Start | Finish | Start | Finish |
| Procurement Process/RFP Release |  |  |  |  |  |  |
| Project Kick-Off |  |  |  |  |  |  |
| Public/Community Outreach |  |  |  |  |  |  |
| Internal Review of Deliverable(s) |  |  |  |  |  |  |
| Final Deliverable(s) Adoption |  |  |  |  |  |  |

Click or tap here to enter text.

# Project Budget:

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

|  |  |  |
| --- | --- | --- |
| **Fund Source** | **Conceptual/ Planning Study** | **Total ($)** |
| 2016 Measure B |  |  |
| Other local  - Please specify |  |  |
| State funds – Please specify. |  |  |
| Federal funds - Please specify. |  |  |
| Total ($) |  |  |

# expenditure to date BY FUNDING TYPE:

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestone/Phase (?)**  *(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 |  |  |  |  |  |  |  |  |
| Preliminary Design/Analysis and conceptual engineering |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

1. Do you expect the planning effort/study to be completed within the budget? If not or if the actual expenses incurred exceed the planned budget, discuss the status and action/s to be taken to address the risk.

Click or tap here to enter text.