

## Progress Report Template

**Progress Report #** \_\_\_\_\_  
**Reporting Period:** \_\_\_\_\_ to \_\_\_\_\_  
**Submittal Date** \_\_\_\_\_

**Contract No.** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Contractor Name:** \_\_\_\_\_  
**Project Director (print and sign):** \_\_\_\_\_  
 \_\_\_\_\_

### Summary of Work Completed During This Reporting Period (List all tasks)

<u>Task</u>	<u>Deliverable by Subtask #</u>	<u>Due Date</u>	<u>% of Work Complete</u>	<u>Date Submitted</u>
1 Project Management	1.2 Quarterly Progress Report	(mm/dd/yy)	(__%)	(mm/dd/yy)
	1.5 Contract Summary Form			
	1.6 MBE/WBE Documentation (319(h) only)			
	1.7 Contractor Documentation/ Solicitation Documentation			
	1.8 Project Survey Form			
2 CEQANEP/Permits	2.1 CEQA/NEPA Documents			
	2.2 Permits			

### List of Deliverables by Subtask No. included in this Quarterly Progress Report:

- \_\_\_\_\_
  - \_\_\_\_\_
- .....

### (Follow with narrative of Progress Report--)

#### Introduction

#### Task 1 Project Administration (Cumulative \_\_\_% complete)

(Describe at subtask level activities, problems, successes, milestones... **OR** "No work performed this period.")

#### Task 2 \_\_\_\_\_ (Cumulative \_\_\_% complete)

(Describe at subtask level activities, problems, successes, milestones... **OR** "No work performed this period.")

*(Continue similarly with all tasks.)*

## **Progress Report Instructions**

### **Progress Report #**

Indicate what number the report is.

### **Reporting Period**

Identify the time period covered by the report (e.g., Jan. 1, 2003 to March 30, 2003).

### **Submittal Date**

Indicate the date that the report is sent to the RWQCB Contract Manager.

### **Contract Number**

Indicate the SWRCB Contract Number.

### **Project Name**

Indicate the name of the project.

### **Contractor Name**

Indicate Contractor's name.

### **Project Director**

Indicate Project Director by printing and signing name

### **Summary of Work Completed During Reporting Period**

Provide information indicated by table headings.

### **List of Deliverables**

List all deliverables included with this report. Label all deliverables by subtask number.

### **Progress Report Narrative**

#### Introduction

Provide a brief one or two sentence introduction or summary of the report (e.g., "During the reporting period, project activities focused on completing design of the pipeline segments 1,3, and 4" or "... focused on monitoring activities and repairing process or system failures or deficiencies" or ... "focused on improving system efficiency," etc.).

#### Summary of Activities

Provide by subtask number a brief description of milestones, products, meeting and modifications completed, and problems and issues encountered during the reporting period.

#### Miscellaneous Items

- Clearly and properly label all deliverables by subtask #.
- Number all pages including pictures, laboratory data, diagrams, etc.