



Progress Report

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)

Task	Deliverable by Subtask #	Due Date	% of Work Complete	Date Submitted

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.")