

10.e. MONTHLY STATUS REPORT TEMPLATE

Project Leads will use this template to submit a status report at the end of each month to both the RCD and the D/P Coordinator. Electronic versions of the Excel spreadsheet will be distributed to Project Leads so they can email their monthly status reports to the RCD and D/P Coordinator.

Date:
 Proj Name:
 Proj Id:
 Proj Lead:

Tasks and Deliverables	Total Budget	Exp This Month	Budget Remain	Status (refer to work program)	Complete	Flags/Alerts of Upcoming Issues
DP Task 1 - <u>Hiring consultants</u> <i>-Bid package if applicable</i> <i>-Consultants selected</i> <i>-Scope of services/budget</i> <i>-Project staff hourly rates</i>	\$ -	\$ -	\$ -		0%	
DP Task 2 - <u>Prelim assessment</u> <i>-Prelim design assessment</i> <i>-Parts 3 and 4 of PDPP</i> <i>-Applicable analytical reports</i>	\$ -	\$ -	\$ -		0%	
DP Task 3 - <u>60% complete</u> <i>-60% complete designs</i> <i>-Revised PDPP</i> <i>-Work program changes, if nec.</i>	\$ -	\$ -	\$ -		0%	
DP Task 4 - <u>90% complete</u> <i>-90% complete designs</i> <i>-Revised PDPP</i> <i>-Environmental review documents</i>	\$ -	\$ -	\$ -		0%	
DP Task 5 - <u>Permit applications</u> <i>-100% complete designs and specs</i> <i>- Completed permit applications</i>	\$ -	\$ -	\$ -		0%	

DP Task 6 - Additional info \$ - \$ - \$ - 0%
-Additional info to process permits

DP Task 7 - Project admin \$ - \$ - \$ - 0%
-Final work program and contract
-Invoices
-Monthly status reports
-Meeting agenda, notes, minutes
-Final amount of match provided

DP Task 8 - Expenses \$ - \$ - \$ - 0%
-Receipts and supporting documentation

Other notes / concerns: