**PROGRESS REPORT**

**PROJECT NAME & DATE**

**Reporting Period: Month/Day to Month/Day/Year**

Please provide a progress report as outlined below either using this form or a separate document. The progress report must summarize: 1) project status, 2) work completed for each work program task during the billing period, and 3) status of deliverables for each task using the table provided.

1. Project Status: briefly summarize the status of the project. (For example, is the project on track to finish on schedule and within budget, or are there issues impacting the overall successful completion of the project?)
2. Work Completed: briefly summarize the work done on each work program task during the billing period for which you are seeking disbursement of funds.

Task 1:

Task 2:

Task 3:

Task 4:

1. Deliverables Table:

Below is a sample deliverables table. Fill in the table with the deliverables due for each task in your work program. Indicate whether the deliverable is to be included as part of your progress report or sent to the SCC project manager.

***Sample Deliverables Table***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Deliverable** | **Include in Progress Report** | **Send to SCC Project Manager** | **Date sent to Project Manager** |
| 1 | Monthly progress reports | X |  | Ongoing |
| 1 | Monthly/Quarterly RFDs | X |  |  |
| 2 | Advisory Panel member list |  | X | 1/7/23 |
| 2 | Meeting summaries |  | X | Ongoing |
| 3 | Events list and descriptions | X |  |  |
| 3 | Summary report | X |  |  |
| 4 | Participant surveys and summary |  | X |  |

Deliverables sent to project manager should not be included in the progress report.

1. Photos: If you choose to include photos in your progress report, please also send them separately to your project manager. Photos are stored separately from the progress report that is included as part of the Request for Disbursement. Indicate photo credit and permission to use photos in future SCC reports and publications.