



**Montana Department of Transportation
Research Project
Monthly Progress Report**

MDT-RES-001 11/14

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Instructions: Consultant project managers/principal investigators should complete a monthly progress report for each calendar month. The report is due the 15th of the month following the report period. All fields must be completed. Submit form, via email, to the MDT Project Manager responsible for the project.

Date **Progress Report Number** **Report Period: Month** **Year**

Consultant Information

Project Number **Consultant Name**

Project Manager(s) **E-mail(s)**

Phone Number

Project Information

MDT Project Manager **MDT Project Number** **Project Title**

Project Start Date **Original Project End Date** **Current Project End Date**

Project Schedule Status **Number of Extensions**

Project Expense Statistics:

Project Expenses this Month	Total Project Expenses to Date	Projected Cost to Date	Percent of Projected	Total Project Budget	Remaining Total Budget
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Schedule Status (list all tasks with percentage complete, original and revised estimated and actual begin date; original and revised estimated and actual completion date, any outstanding issues, including such items as: schedule, resources, etc.):

Progress and Accomplishments this Month (includes meetings, work plan status, contract status, significant progress, etc.):

Anticipated Work Next Month:

Results and Lessons Learned:



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Potential Implementation (include the party(ies) responsible for implementation, any identified barriers to implementation and a discussion of how these barriers can be eliminated or at least reduced, and the products required for implementation):

Risks and Circumstances Affecting Project Budget, Scope, and/or Time (describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems):