



# Montana Department of Transportation Research Project Quarterly Progress Report

MDT-RES-002 11/14

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Instructions: Consultant project managers/principal investigators should complete a quarterly progress report for each calendar quarter, or part thereof, during which the project is active. The report is due the last day 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.

<b>Date</b>	<b>Progress Report Number</b>	<b>Report Period</b>	<b>Year</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Consultant Information**

<b>Project Number</b>	<input type="text"/>	<b>Consultant Name</b>	<input type="text"/>
<b>Project Manager(s)</b>	<input type="text"/>	<b>E-mail(s)</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>		

**Project Information**

<b>MDT Project Manager</b>	<b>MDT Project Number</b>	<b>Project Title</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Project Start Date</b>	<b>Original Project End Date</b>	<b>Current Project End Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Project Schedule Status</b>	<b>Number of Extensions</b>	
<input type="text"/>	<input type="text"/>	

**Project Expense Statistics:**

Project Expenses this Quarter	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 Quarter** (includes meetings, work plan status, contract status, significant progress, etc.):

**Anticipated Work Next Quarter:**

**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):