##### Monthly Progress Report

GVSC #

[\*Only 2-Page Max.]

**Project:** [Project Title]  
**Deliverable Number & Description:** [e.g., 5.2 - Preliminary Sensor Fusion Model Design Document]  
**PI:** [PI Name]  
**Reporting Period:** [Month Year] (e.g., September 2025)  
**Report Date:** [Date submitted to AVMI]

*\*Note:* *- Submit monthly reports for months 1 & 2 of the quarter. For month 3, submit the Quarterly Report (do not submit an additional monthly report that month using the provided Quarterly Report Template.*

*\*File name suggestion: GVSC\_Project[#]\_Monthly\_Report\_M[1|2|..]\_YYYY.docx*

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**Formatting reminder**

* Keep total length ≤ 2 pages.
* Use Times New Roman 11 pt, single-spaced; one blank line between paragraphs.
* No detailed figures/tables/equations - reserve for Quarterly Reports.

1. **Executive summary**

* Provide a 3-5 sentence plain-language overview of progress this month. Highlight main achievements, challenges, and upcoming plans. (Times New Roman 11 pt, single-spaced; max 1 short paragraph.)

1. **Accomplishments**

* List the month's main 3-5 accomplishments in short bullets or a compact table.
* Tie each accomplishment to a Quarterly Task ID or Deliverable ID

1. **Challenges/Issues & Mitigation Plans**

* Summarize active issues or risks this month *(e.g., delays, technical problems, dependencies).*
* Each bullet should note the impact and mitigation.

# Planned Activities for the Next Month

* List the top 3-5 concrete tasks or deliverables expected next month.
* Use short bullets with the owner and target date.

# Personnel, Collaborations, and Resources

* Note changes in staff, key collaborations, and resource needs (equipment, computing, facilities). Keep entries concise.