

**Lane Rental Governance Committee (LRGC) – Project Progress Report**

Project Title Goes Here

**Note: Please refer to the project delivery milestones document when completing this form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Information / Status | | | | | | | | | | | | | | | | | | | | | | | | |
| **Project Title:** | | | | | | | | | | | | | | | | Mark Relevant Progress with ‘X’ | | | \*[**On Track**](#Status) | | |  | **Total Complete**  \*[0%](#Total_Complete) | |
| **LRGC Approved Funding: £** | | | | | | | | | | **Project Contact:** | | | | | | | | | \*[**Potential Risk**](#Status) | | |  |  | |
| **LRGC Sponsor:** [**\***](#Sponsor)This can be found on the funding application | | | | | | | | | | **Project Contact Telephone No:** | | | | | | | | | \*[**High Risk**](#Status) | | |  |  | |
| Project Progress (Please advise on the action, the purpose, recent progress, any variance and upcoming activities) | | | | | | | | | | | | | | | | | | | | | | | | |
| **Updates** | | Date of Update | | **Description of actions (Please use every time and maintain the previous entry)** | | | | | | | | | | **Upcoming activities** | | | | | | | | **Risks** | | |
|  | | [\*](#Date) *date of 1st update for committee* | | *What’s happened on the project since the start?* | | | | | | | | | | *What is coming up in the 2nd quarter*? | | | | | | | | [\*](#Risks" \o "Please indicate if there any risks, the likelihood, delay and cost) *Are there any risks and what is being done to mitigate them?* | | |
|  | | [\*](#Date) *Date of 2nd update for committee* | | *Do not complete more than one row per quarterly update unless requested to*. | | | | | | | | | | *What is coming up in the 3rd quarter*? | | | | | | | | [\*](#Risks) | | |
|  | | [\*](#Date) | | *It is anticipated that a single progress report will be kept for the entire duration of the project* | | | | | | | | | |  | | | | | | | | [\*](#Risks) | | |
|  | | [\*](#Date) | |  | | | | | | | | | |  | | | | | | | | [\*](#Risks) | | |
|  | | [\*](#Date) | |  | | | | | | | | | |  | | | | | | | | [\*](#Risks) | | |
| **6** | | [\*](#Date) | |  | | | | | | | | | |  | | | | | | | | [\*](#Risks) | | |
| **7** | | [\*](#Date) | |  | | | | | | | | | |  | | | | | | | | [\*](#Risks) | | |
| **8** | | [\*](#Date) | |  | | | | | | | | | |  | | | | | | | | [\*](#Risks) | | |
| Project Delivery Milestones Complete (mark with ‘X’) | | | | | | | | | | | | | | | | | | | | | | | | |
| Start-up Phase [\*](#Milestone_complete) | | | | | Design Phase [\*](#Milestone_complete) | | | Delivery Phase [\*](#Milestone_complete) | | | | Completion Phase [\*](#Milestone_complete) | | | | | Expected Project Completion Date[\*](#Date) dd/mm/yyyy | | | | | | | |
| 1. **Financial forecast (Please indicate when an invoice is likely to be sent)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Total Funding Spent:** £  **Any changes to the Financial Forecast?** **[\*](#Yes_No" \o "Please mark your selection with an 'x' in yes or no)**  Yes No If yes, please specify change | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | [\*](#Day" \o "Please write the day of the month (i.e. 28)) Apr | | [\*](#Day) May | | | [\*](#Day) Jun | [\*](#Day) Jul | | [\*](#Day) Aug | | [\*](#Day) Sep | | [\*](#Day) Oct | | [\*](#Day) Nov | | | [\*](#Day) Dec | | [\*](#Day) Jan | [\*](#Day) Feb | | | [\*](#Day) Mar |
| [\*](#Year" \o "Enter the Financial Year (April-March) this forecast applies to (e.g. 2022/23) and then enter the day of each month in the row above accordingly ) | £ | | £ | | | £ | £ | | £ | | £ | | £ | | £ | | | £ | | £ | £ | | | £ |

|  |
| --- |
| 1. **Additional Information / Commentary** |
|  |
|  |

