**Contractor Status Report**

# Progress Report #

**Reporting Period: to**

# Submittal Date \_\_\_\_\_\_\_\_\_

**Project Name: APWA Self-Assessment**

**Contractor Name:**

**Project Manager (print and sign):**

**Summary of Work Completed During This Reporting Period (List all tasks)**

| **Task** | **Deliverable by PWMPM Chapter** | **Due Date** | **% of Work Complete** | **Date Submitted** |
| --- | --- | --- | --- | --- |
| 1 Project Management | Progress Report | (mm/dd/yy) | (\_\_%) | (mm/dd/yy) |
|  | 4.1 City Practices Identified |  |  |  |
|  | 4.2 Data Collection |  |  |  |
|  | 4.2.1 Internal Collection Documentation/ Solicitation Documentation |  |  |  |
|  | 4.2.2 APWA On-Site Visit Documentation |  |  |  |
|  | 4.3 Gap Analysis |  |  |  |
|  | 4.3.1 Gap Analysis Recommendations |  |  |  |
|  | 4.3.2 Gap Analysis Data & Process Approval |  |  |  |

**List of Deliverables by PWMPM Chapter included in this Progress Report:**

* \_\_\_\_
* \_\_\_\_

## Execution

**Task 1 City Practices Identified (Cumulative \_\_\_% complete)**

(Describe at subchapter level activities, problems, successes, milestones… **OR “**No work performed this period.”)

**Task 2 Internal Collection (Cumulative \_\_\_% complete)**

(Describe at subtask level activities, problems, successes, milestones… **OR “**No work performed this period.”)

**Task 3 APWA On-Site Visit (Cumulative \_\_\_% complete)**

(Describe at subchapter level activities, problems, successes, milestones… **OR “**No work performed this period.”)

**Task 4 Gap Analysis (Cumulative \_\_\_% complete)**

(Describe at subtask level activities, problems, successes, milestones… **OR “**No work performed this period.”)

**Task 5 Gap Analysis Recommendation (Cumulative \_\_\_% complete)**

(Describe at subchapter level activities, problems, successes, milestones… **OR “**No work performed this period.”)

**Task 6 Gap Analysis Data & Processes (Cumulative \_\_\_% complete)**

(Describe at subtask level activities, problems, successes, milestones… **OR “**No work performed this period.”)

Progress Report Instructions

**Progress Report #**

Indicate what number the report is.

**Reporting Period**Identify the time period covered by the report (e.g., April 23, 2015 to May 30, 2015).

**Submittal Date**

Indicate the date that the report is sent to the Project Manager.

**Project Name**Indicate the name of the project.

**Contractor Name**

Indicate Contractor’s name.

## Project Manager

Indicate Project Manager by printing and signing name

**Summary of Work Completed During Reporting Period**

Provide information indicated by table headings.

**List of Deliverables**

List all deliverables included with this report. Label all deliverables by subtask number.

**Progress Report Narrative**

IntroductionProvide a brief one or two sentence introduction or summary of the report (e.g., “During the reporting period, project activities focused on completing Chapter 1 – Organization and Strategic Planning and Chapter 2 Human Resources Management ” or “ … focused on monitoring practices and repairing process or (practice name) issues or deficiencies” or … “focused on improving (practice name),” etc.).

Summary of Activities

Provide by subtask number a brief description of milestones, products, meeting and modifications completed, and problems and issues encountered during the reporting period.

Miscellaneous Items

-- Clearly and properly label all deliverables by subtask #.

-- Number all pages including documents, data, diagrams, etc.

**Score Card:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality** | **Schedule** | **Cost** | **Responsiveness** |
|  |  |  |  |

The scorecard values are:

◦ A: Consultant is providing exceptional work product and exceeds city expectations

◦ B: Consultant is providing service in accordance with scope of work

◦ C: Consultant is providing some but not sufficient service

◦ D: Consultant is not providing sufficient service

◦ F: Consultant is violating terms of the contract