**2018-2019 JPSS Proving Ground Risk Reduction Quarterly Reporting**

2018-2019 Project Information

**Principal Investigator:** *(Or team lead)*

**Team Members:** (*List names of other investigators)*

**Organization:** *(List all development organizations)*

**Project Title**:

2018-2019 Project Summary

*Elements include project objectives over the entire period of performance. This section should be kept brief to half of one page or less. This may include a bulleted summary. This should not change from quarter to quarter during the performance year.*

Reporting Period

*Mark table, below, with an “x” corresponding to the quarter submitted*

|  |  |  |  |
| --- | --- | --- | --- |
| *CY2018 Q3*  *Period of Performance: 7/18 to 10/18* | *CY 2019 Q4: 10/1/18 to 12/31/18*  *Due: January 7,2019* | *CY 2019 Q1: 1/1/19 to 3/31/19*  *Due: April 5,2019* | *CY 2019 Q2: 4/1/18 to 16/30/19*  *Due: July 5,2019* |
| *This report should already have been submitted* |  |  |  |

Quarterly Dashboard



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Green (Controlled) | Yellow(Caution) | Red(Critical) | Variance Summary *(Provide explanations as needed. More detail may be included in issues and risks sections as needed.)* |
| **Scope** |  |  |  |  |
| **Budget** |  |  |  |  |
| **Schedule** |  |  |  |  |

**Legend**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *On Target* |  | *Deviation from plan which can be recovered* |  | *JPSS Program Science Attention needed.* |

|  |
| --- |
| Quarterly Accomplishments |

**Accomplishments during this Reporting Period**

1. **Summary of Accomplishments** *(This is a high level summary of quarterly activities. This paragraph should be kept brief to half of one page or less.)*
2. **Milestones Progress** *(Provide details of the progress of each activity or milestone for this quarter as relevant. Quarterly Reports should reflect only current quarter.)*

**Plans for the next Reporting Period:**

*Work planned for the next quarter. This section forms the basis for the next quarterly report*

**Additional Information** *(This include the following, as relevant. If particular elements are not relevant to quarterly activities, write N/A/)*

1. **User engagement:** *(In addition to PGRR meetings, this includes collaboration and support for other stakeholders such as upper level management or other agencies such as FEMA. This may include a specific event like a large fire or hurricane or a field experiment, for example.)*
2. **Conference/workshop participation:** *(Conference Name, dates, materials presented)*
3. **Project publicity:** *(news journals/articles etc.)*

Quarterly Pictures and Graphics

*JPSS Program Science requests pictures and graphics which reflect significant events or significant progress. Please include figure captions. This section should also include news worthy items. Please include pictures and graphics when experimental PGRR products benefit severe weather of environment forecasts or warnings or guidance. This section may exceed the 3 page count as needed.*

2018-2019 Annual Milestones with Quarterly Status Updates

*2018-2019 plan, schedule and milestones should build upon project proposals and allocated budget. This plan serves as a project management tool allowing PI’s to track and meet goals. Tasks are activities that need to be accomplished within a defined period of time. Tasks are broken down into milestones with defined start and end dates. The level of granularity is defined by individual PI. This table should be used for future quarterly reports.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Planned Completion Date**  *(should be part of annual plan and should not change from quarter to quarter)* | **Actual Completion** | **Status** *(not started, on track, delayed, completed …)* |
| Task 1: *(task, activity or goal)* | | | |
| *(Milestone 1)* |  |  |  |
| *(Milestone 2)* |  |  |  |
| *(Milestone 3)* |  |  |  |
| Task 2: *(task, activity or goal)* | | | |
| *(Milestone 1)* |  |  |  |
| *(Milestone 2)* |  |  |  |
| *(Milestone 3)* |  |  |  |
| Task 3: *(task, activity or goal)* | | | |
| *(Milestone 1)* |  |  |  |
| *(Milestone 2)* |  |  |  |
| *(Milestone 3)* |  |  |  |
|  |  |  |  |

*Add rows as needed for all annual tasks and milestones. New milestones which may arise should be added at the end of the table as needed.*

|  |
| --- |
| Issues and Risks |

##### *This section should include no more than five or issues. Please separate risks from issues. Risks are the bad things that might happen. Dependencies on other projects and resources are considered risks. Issues have already occurred. High impact variances from Quarterly Dashboard can be addressed here as needed.*

##### Risk or Issue: *(State risk or issue and impact.)*

##### Mitigation Plan or Course Correction: *(This includes options and actions to reduce risks/threats to project objectives. For issues, this includes plans to address impacts.)*

##### Status: *(If an issue or risk is closed, then it should not be reported in subsequent quarters.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **No Change/Open** | **Increasing** | **Decreasing** | **Closed** |
|  |  |  |  |

##### Comments: *(as needed)*