

EXAMPLE

NJDOT Bureau of Research QUARTERLY PROGRESS REPORT

Project Title:	Traffic Counter Evaluation		
RFP NUMBER: 2010-001	NJDOT PROJECT MANAGER: Edward Kondrath		
TASK ORDER NUMBER: TO# 217	SCHOOL/CONSULTANT: Rutgers University		
CUSTOMER: Ellen McCourt	PRINCIPAL INVESTIGATOR: Dr. Robert Piscataway		
Project Starting Date: 01-01-2010 Original Project Ending Date: 12-31-2010 Modified Completion Date:	Period Starting Date: 10-01-2010 Period Ending Date: 12-31-2010		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
Literature Search	10%	\$16,860	0%	\$0	100%	\$15,000
Task 1: Literature Review	12%	\$20,232	0%	\$0	100%	\$20,000
Task 2: Selection of traffic counters	5%	\$8,430	0%	\$0	100%	\$7,500
Task 3: Selection of test sites	3%	\$5,058	0%	\$0	100%	\$5,500
Task 4: Development of evaluation plan	12%	\$20,232	0%	\$0	100%	\$20,600
Task 5: Implement evaluation plan	35%	\$59,010	10%	\$5,901	100%	\$60,000
Task 6: Recommendations and guidelines	17%	\$28,662	80%	\$22,929	100%	\$30,000
Final Report	6%	\$10,116	100%	\$10,116	100%	\$10,000
TOTAL	100%	\$168,600		\$38,946		\$168,600

Project Objectives:

[As stated in the RFP and refined from the proposal]

Project Abstract:

[Summary of the problem, research approach and expected outcome]

1. Progress this quarter by task:

[Text explaining what work was done on the tasks in this quarter]

2. Proposed activities for next quarter by task:

[Text explaining what work will be done on tasks in the next quarter]

3. List of deliverables provided in this quarter by task (product date):

[List of the deliverables provided by task with date that the item was delivered]

4. Progress on Implementation and Training Activities:

[Summary of work performed on deliverables and training activities]

5. Problems/Proposed Solutions:

[Summary of any problems encountered that will affect the successful completion of the research on time and within budget]

Total Project Budget	\$168,600
Modified Contract Amount:	
Total Project Expenditure to Date	\$168,600
% of Total Project Budget Expended	100%

NJDOT Research Project Manager Concurrence: _____ Date: _____

Total Project Budget is the total budget for the multi-year study (e.g. two year total budget).

Modified Contract Amount is the modified total project budget including the original multi-year budget and any additional work approved by the Department.

Total Project Expenditure to Date is the amount billed to date by the University.

% of Total Project Budget Expended is the percentage of the total Project Budget Billed to Date.