

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): _____

INSTRUCTIONS:

Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>		Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
Project Title:			
Name of Project Manager(s):	Phone Number:	E-Mail	
Lead Agency Project ID:	Other Project ID (i.e., contract #):	Project Start Date:	
Original Project End Date:	Current Project End Date:	Number of Extensions:	

Project schedule status:

- On schedule
 On revised schedule
 Ahead of schedule
 Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date

Project Description:

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

2016 Asset Management Conference

October

- Staff/rapporteur response to reviewer comments

November

- Proceedings sent to TRB Publications for editing and layout

December

- The report has been posted

2018 Asset Management Conference

October

- Academy Conference Approval

November

- Planning Committee Bias & Conflict Call

December

- Committee Member Appointment Memo Approved
- Rapporteur Contract Signed
- "Save the Date" Announcement Prepared
- Bias & Conflict of Interest Memo Submitted

Anticipated work next quarter:

2016 Asset Management Conference: Project Completed

2018 Asset Management Conference

January

- Summary of 2016 Post Conference Survey Prepared
- Planning Committee Meets at TRB
- Announcement Distributed to Relevant Committees at TRB

February

- Planning Committee Call
- Conference Website and Registration Mechanism Implemented
- Private Sector 2016 Attendees notified on sponsorship opportunities
- Announcement for AASHTO Washington Briefing

March

- Planning Committee Call

Significant Results:

Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

Potential Implementation: