

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.):

2018 Asset Management Conference

January

Planning Committee Meeting at TRB Annual Meeting

February

Planning Committee Call

Print and Distribute Announcement at the AASHTO Washington Briefing

Design Conference Patron Program

March

Divide Committee members into teams on topic preferences for further program development work

Website Developed Open

Planning Committee Call

**Anticipated work next quarter:
2018 Asset Management Conference:**

April

Email to potential Patrons
Planning Committee Call to set topic teams for the Call for Presentations and program.

May

Planning Committee Call on further definition of topics for the Call for Presentations.
Promotional Material to Planning Applications Conference in Raleigh, NC.
Promotional Material to AASHTO Spring Meeting Starts in Portland, ME.

June

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: