

# Quarterly Report Format

**Agency/Organization:**

**Project Name:**

**Project Number:**

**Reporting Period:**

**Project Contact Name and Information:**

**QUESTION 1:** What did you accomplish during this reporting period? How did the accomplishment help you reach the goal of your project? If relevant, what indicators of benchmarks were used to determine your progress?

**QUESTION2:** What, if any, problems were encountered? Briefly describe those problems and how they were dealt with.

**QUESTION 3:** What, if any, proposed activities were not completed? Briefly describe those activities, the reasons they were not completed and your plans for carrying them out.

**QUESTION 4:** Is there anything else you want to tell DCP about this project?

**QUESTION 5:** What was produced during the reporting period?

Please report on the status of each milestone and deliverable, indicate whether they are not started, in progress, or completed and provide comments on the status as necessary: