**RESEARCH, DEVELOPMENT and TECHNOLOGY TRANSFER**

**QUARTERLY PROGRESS REPORT (QPR)**

Wisconsin Department of Transportation

DT1241 9/2021

**INSTRUCTIONS:**

Research principal investigators and/or project managers should complete a concise and complete (1-2 pages) quarterly process report (QPR) for each quarter the project is under contract until the quarter after the Before Close-Out Presentation report is delivered to WisDOT.

|  |  |
| --- | --- |
| WisDOT Research Program Category[ ]  Policy Research[ ]  Wisconsin Highway Research Program[ ]  Other:       | **Report Period** *(enter year and check which quarter)*Year:      [ ]  Quarter 1 (Jan 1 – Mar 31) [ ]  Quarter 3 (Jul 1 – Sep 30)[ ]  Quarter 2 (Apr 1 – Jun 30) [ ]  Quarter 4 (Oct 1 – Dec 31) |
| Project Title      | WisDOT Project ID      |
| Principal Investigator Name      | Project Oversight Committee Chair Name      | Project Start Date (m/d/yyyy)      |
| (Area Code) Telephone Number      | (Area Code) Telephone Number      | Original End Date (m/d/yyyy)      |
| Email Address      | Email Address      | **Current End Date** (m/d/yyyy)      |

**Project Schedule Status** *(check one)*

[ ]  On Schedule [ ]  On Revised Schedule [ ]  Ahead of Schedule [ ]  Behind Schedule

**Project Budget Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TotalProject Budget | **Expenditures Current Quarter** | **Total Expenditures** | **% Funds Expended** | **% Work Completed** |
|       |       |       |       |       |

**Describe the activities completed as they relate to the project tasks listed in the work plan.**

**Describe the implications of the work completed to the primary research objectives.**

**Describe tasks planned for next quarter.**

**List challenges, obstacles, concerns regarding the research. Include description and reason for any anticipated changes to project timeline and/or contract terms.**

**Include Gantt chart which shows both the planned task(s), from the latest, approved work plan, and completed activities as follows:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** |  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Task 1** | **Plan** |  |  |  |  |  |  |
| **Completed** |  |  |  |  |  |  |
| **Task 2** | **Plan** |  |  |  |  |  |  |
| **Completed** |  |  |  |  |  |  |

**Attach related documentation, if applicable.**

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| --- |
| For WisDOT Use Only |
| Staff Receiving QPR      | Date Received (m/d/yyyy)      |
| Staff Approving QPR      | Date Approved (m/d/yyyy)      |