**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Project 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.**

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