To: ***Name of NCDOT Project Manager, Unit/Title***

From: ***Your company name***

Date: ***Date Submitted to NCDOT***

STIP and WBS Nos: ***XX-9999, 12345.1.1***

NCDOT Purchase Order/Task Order No*.* ***XXXXX***

County: ***XXX***

Project: ***Project description***

**Progress Report No. *Number sequentially***

**Reporting Period:** *First day* to *Last day*

**Completed Tasks to Date:**

* *A short summary of each task (if more than one page, there's too much detail). Reference PDN Stage and activities/deliverables for that stage where applicable.*
* *E.g., With completed NEPA documentation on 11/18, all Stage 2 activities complete except Field Inspection Meeting (scheduled for 12/15).*

**Completed Tasks for Reporting Period:**

* *Listing of deliverables, key meetings, and decisions reached.*
* *E.g., Agency scoping meeting on 3/1 resulted in a path forward for informal aquatic species consultations with USFWS and a game plan for initial hydraulic planning.*

**Unusual Problems Encountered During Reporting Period:**

* *Note anything that could cause difficulty in meeting the current schedule/scope/budget.*
* *Include any new items that may be outside current scope of work*
* *E.g., Recent flooding prevented field data collection, potentially delaying wetland delineation (2EN1) and Hydraulic Planning Report (2HY1).*

**Proposed Tasks for Next Reporting Period:**

* *Tasks should include scheduled meetings, anticipated deliverables/decisions/reviews and be consistent with approved schedule.*
* *Action items for next reporting period*
* *E.g., NRTR and WEX file are due to be completed April 1 and are needed for alternatives meeting scheduled April 15.*

**Comments:**

* *Note any other items that should be included in the project administrative record.*
* *E.g., NCDOT’s PM is retiring as of 12/30 and transitioning to new staff in January 2022.*
* *E.g., Firm XYZ (prime) has been purchased and is being integrated into Firm ABC as of early 2022.*

**Subconsultant Payment Verification:**

I verify that any subconsultants included in this task order are paid as per NCDOT contract terms.

*\_\_\_\_\_Signature or DocuSign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print PEF PM Name and Job Title*