



Corporation
for Public
Broadcasting

NAME:

ORGANIZATION:

REPORTING DATE:

PROGRESS UPDATE

PROJECT STATUS: PLEASE GIVE A SHORT SUMMARY OF THE CURRENT STATUS OF THE PROJECT, OR ACTIVITIES IN SUPPORT OF THE PROJECT.

Questions:

- *Where does the project currently stand regarding the scope outlined in the grant agreement?*
- *What is the estimated timeline to completion of the project?*

NARRATIVE PROGRESS REPORT: PLEASE PROVIDE A COMPLETE AND DETAILED NARRATIVE REPORT INCLUDING ALL PROGRESS MADE, ADDRESSING ANY CURRENT OR ANTICIPATED PROBLEMS AND CONCERNS.

Questions:

- *What progress was made toward the completion of the project scope?*
- *What events, activities, or outputs were completed?*
- *During this reporting period, what were some new or surprising insights?*
- *Any upcoming expenditures in the following weeks or months?*
- *Does the outcome of the project look to be on track?*

KEY ACHIEVEMENTS: ANY KEY OR SUBSTANTIAL ACTIONS OR OUTCOMES IN THE PROJECT SO FAR?

EXPENDITURES TO DATE: TOTAL PROJECT EXPENDITURES AS OF THE DATE OF THIS REPORT.

NEXT STEPS: WHAT DO YOU HOPE TO ACHIEVE BEFORE THE NEXT QUARTER?



Corporation
for Public
Broadcasting

PROJECT TIMELINE

Please fill in the chart below with a short status of project objectives.

Date of Project Kickoff Meeting: _____

	Oct.-Dec. 2024	Jan.-March 2025	Apr.-June 2025	July-Sept. 2025
Status of Solicitation/Bids		SAMPLE RESPONSE: WXYZ-FM will review bids by March 2025		
Selection/Awarding of Bids and Proposals		SAMPLE RESPONSE: WXYZ-FM will finalize work with Contracting Contractors by Jan. 2025	SAMPLE RESPONSE: WXYZ-FM will choose additional vendors by April 2025	
Procurement of Equipment		SAMPLE RESPONSE: WXYZ-FM will work with Contracting Contractors to purchase and install the first 3 pieces of equipment by Feb. 2025		
Installation/ Rendered Services			SAMPLE RESPONSE: Apr. 2025 – Equipment installation scheduled	
Projected Reimbursement Date & Amount			SAMPLE RESPONSE: May 2025 - \$1,000	
Projected Closeout				SAMPLE RESPONSE: Project set for completion by Aug. 2025