BEST START LA BABY-FRIENDLY HOSPITAL PROJECT

PROGRESS REPORT
INSTRUCTIONS
A. PROGRESS REPORT OVERVIEW

The purpose of the progress report is to update First 5 LA on your contract on a quarterly basis until completed. Progress reports summarize and document activities conducted during the quarter (report period), for which the report is being submitted. For reports, keep information from previous progress reports and provide updates on current reporting quarter’s activities. The progress report is a cumulative document.

Due Dates: Contractors are required to submit progress reports for each quarter, due no later than the last business day of the following month. Dates are indicated in the Report Calendar. The quarter in which the contract ends is deemed the final report period. Delays in submitting progress reports by the deadlines will prompt a hold on invoices.

All progress reports and attachments may be submitted electronically to your program officer, with the exception of the Cover Sheet containing original signature.

B. PROGRESS REPORT INSTRUCTIONS


2. Complete the Scope of Work/Progress Report Matrix

   a. Obtain the Scope of Work/Progress Report Matrix customized for your project from the Program Officer. This will be the template for the monthly progress reports unless the Scope of Work is revised.

   b. Report Year and Quarter/Report Period
      i) Report Year and Quarter: Enter the year and quarter you are reporting on. For example, for Year 1, Quarter 2, enter “YR1-Q2”
      ii) Report Period: Enter the first and last dates of the month covered by the report. For example, “10/01/09-10/31/09”

   c. Activities Progress: Under the “Progress” heading listed beneath each activity scheduled to be carried out during report period (refer to timeline column), report on the applicable items listed below in narrative form.
      i) Begin updates with the Report Year and Quarter, i.e. “YR1-Q1:” as previous reports will be kept in matrix for latter reports.
      ii) Identify actions taken to complete the respective activity. Include progress status and actual dates of completion.
      iii) Describe challenges to completing activities and corresponding solutions.
      iv) Report on location/submission status of deliverables due/completed during report period. For example, indicate if a deliverable is on file/on site or when it was emailed to Program Officer. If there has been a lapse in submitting deliverables, attach to progress report. Assign attachment number to deliverable and reference it.
v) If listed, report on additional requested information listed in the “Progress” section of the activity.

vi) If applicable:
   a. indicate if completion of activities is behind schedule for the report period.
   b. report on activities behind schedule (timeline) from previous quarters that are conducted during reported quarter.
   c. report on activities not yet due, if progress has been made on those activities.

Note: Do not alter contents in the original Scope of Work (Objectives, Activities and Subtasks, Staff Assignment, Timeline, and Deliverables) unless there has been an approved modification to the Scope of Work.

d. Activities Status
   i) Check the appropriate box (timely progress, complete, or delayed) under the “Activities Status” heading for each corresponding activity. The box checked should reflect the status of the activity by the end of the report period.
   ii) For objectives not scheduled to be addressed during report period, check the “timely progress” box.
   iii) For objectives and activities that are continuous and/or periodic, check “timely progress” as they occur on schedule per reporting period. For any periodic ongoing activity that is delayed for that reporting period, please indicate “delayed”.

e. Deliverables will be either kept on file or submitted upon completion
   i) In the Scope of Work, deliverables demarcated with one asterisk (*) will be kept on file/on site. They are subject to review during site visits. On each page, refer to the “Type of Deliverables” legend located at the top of the Scope of Work/Progress Report Matrix table.
   ii) In the Scope of Work, deliverables demarcated with two asterisks (**) must be submitted upon completion (emailed to Program Officer).
      - If there has been a lapse in submitting a deliverable due upon completion, submit with progress report. Assign an attachment number and label deliverable in the upper right hand corner.
      - Refer to title of deliverable and assigned attachment number in the corresponding “Progress” section of the progress report.
f. **Actual Date(s) Deliverable Completed**
   
i) In the last column of the Scope of Work/Progress Report Matrix, enter the actual date the deliverable has been completed and, therefore submitted.

   ii) Number dates entered into this column with the corresponding deliverable number/letter listed in the adjacent “Deliverables” column.

   iii) For example, if a deliverable, “c. Contract awarded to contractor” was completed on 4/21/09 when it was scheduled to be completed by 3/31/09, enter “c. 4/21/09” into the last column, the “Actual Date(s) Deliverable Completed” column.

   iv) Since the progress report is a cumulative document, keep dates entered into this column for latter reports.