

# Project Status Reporting

Instructions to professional service providers working on projects managed by  
PWD's Environmental Restoration Group

## General

The Philadelphia Water Department has developed project status reporting templates that must be used by providers (consultants) working on projects managed by the Environmental Restoration Group (ERG). More specifically, the project status reporting templates include a Project Status Report and a supporting excel file called the Project Monitoring Table. PWD has given these files to the provider prior to the start of the project in order to facilitate the project scoping and status reporting processes.

## Project Status Report Preparation

The Project Status Report (PSR) is included in the "Project\_Status\_Report.doc" file. The PSR reports on the progress made since the previous reporting period, work to be accomplished in the next reporting period, status of schedule and budget, and other important items and issues. The provider prepares the PSR by filling in the boxes in each report section as prompted by each section's description.

The Project Monitoring Table (PMT) is an attachment to the PSR. The provider initially prepares the PMT prior to the start of a project by listing tasks and deliverables and the project schedule. The provider then submits the PMT along with the project proposal to the PWD project manager for approval. Once the PMT has been approved, the provider updates the PMT each month to report on status, percent complete, and actual completion dates and attaches it to the PSR. If the provider wants to revise the PMT once the project has started, the provider must coordinate those changes with the PWD project manager via email, and may make revisions only if approved by the PWD project manager.

There are two different PMTs that can be used depending on provider preference. The provider can choose to use either of the following:

- "PMT\_Automated.xls" – This file is an automated version of the PMT that contains code and macros designed to make preparing and formatting the PMT easier. In order to run the automated file, macros must be enabled. The macros in the file will not modify or harm the computer.
- "PMT\_NonAutomated.xls" – This file is the same as "PMT\_Automated.xls" except that it is a non-automated version which must be set up and formatted by the provider without the assistance provided in the automated file.

The preparation of the PSR is self-explanatory based on the structure of the report. Instructions for preparing each of the PMT templates are provided in each file. A completed example of a PSR (for demonstration purposes only) is attached herein to demonstrate the look and feel of the completed templates.

## Submission Requirements and Procedures

The PSR (with updated PMT attached) must be submitted on a monthly basis. Reporting periods begin with the first day of a month and end with the last day of that month. PSRs are to be submitted within ten days of the last day of the reporting period (i.e. within the first ten days following the month being reported on). Any changes to the PMT must have been approved by the PWD project manager and documented by the provider in the revision history table in the PMT by the time the PSR is submitted. PSRs should be completed, signed, dated, and submitted in PDF format via email to the PWD project manager. Electronic signatures (including just an image of a signature) are accepted. The PWD project manager will review the PSR upon receipt and get back to provider within a week with either a copy of the signed and approved PSR or questions/comments that need to be addressed by the provider before approval. The PSR will be referenced in the review of the corresponding invoice submittal once it arrives, and the corresponding invoice will not be approved without prior approval of the PSR. Note that approval of a PSR does not imply approval of any budget or schedule modifications; it only means that the project status has been reported correctly.

## ERG PSR/PMT Example



# Project Status Report

Provider  
1234 Acme Road  
Philadelphia, PA, 19100  
(215) 999-9999

Reporting Period Start Date: 9/1/2016

Reporting Period End Date: 9/30/2016

Project: Example Project

Contract Number: 12345678

Work Number: 54321

Provider Project Manager: Jane Doe

PWD Project Manager: Jean Doe

This report summarizes work accomplished since the last project status report, work to be accomplished in the next reporting period, discusses the schedule and budget, and brings up other important items and issues. A Project Monitoring Table is attached which provides a consolidated summary of the status, baseline/actual budget, and baseline/actual schedule of each milestone (if applicable), task, and deliverable as of the reporting period end date.

## I. Work Accomplished This Reporting Period (Work Progress)

The following section discusses the work accomplished during this reporting period by task including any deliverables, milestones, events, activities, interim products, and/or end products.

### Task 4: Substantially Complete (70%) Design

Prepared preliminary 70% design and submitted it to PWD.

## II. Work to be Accomplished Next Reporting Period (Work Forecast)

The following section discusses the work anticipated to be accomplished in the next month by task including any deliverables, milestones, events, activities, interim products, and/or end products.

### Task 4: Substantially Complete (70%) Design

If comments are received on preliminary 70% design from PWD, respond to comments and resubmit. If PWD approves 70% design, submit for utility review.

### Task 5: ADA Ramp Design

Continue ADA ramp reconstruction design.

### III. Schedule

The following section discusses the overall schedule and provides an explanation of any tasks, deliverables, and/or milestones that are behind schedule as indicated in the Project Monitoring Table.

The project right now is 8 days behind schedule. This is a result of the need for a third preliminary design submission and review.

### IV. Budget

The following section discusses the overall budget and provides an explanation of any tasks, deliverables, and/or milestones that are over budget.

Task 3 (Preliminary Design) went slightly over budget due to a third submission being required. PWD was invoiced the budgeted amount for the task.

### V. New/Potential Issues & Proposed Solutions

The following section discusses new issues that have arisen since the last project status report and potential issues that are anticipated, along with proposed solutions. These issues include anything that may have an impact on the project budget or schedule. Each issue is identified as new or potential. "Not applicable" is indicated below if there are none.

Potential Issue: PPR has requested that the design be adjusted to reduce the amount of large trees being removed. This may result in changes to the baseplan.

Proposed Solution: We will review the request from PPR and discuss design options with PWD. Upon PWD approval and instruction, we will make changes to the design.

### VI. Outstanding Issues/Needs

The following section discusses any outstanding issues that were included in previous project status reports and have not yet been addressed. "Not applicable" is indicated below if there are none.

Our geotechnical engineer noted that there is bedrock present in the area of Bank Revetment 2. Per previous discussions with PWD, we will conduct further testing and review to understand the full extent of the bedrock. Portions of the bank revetment design will be adjusted or omitted so that the bank above the bedrock is stabilized appropriately.

### VII. Issue Resolution History

The following section summarizes all issues that were included in previous project status reports that have been addressed/resolved and how they were addressed/resolved. "Not applicable" is indicated below if there are none.

Issue: Baseplan information was incomplete because of unclear utility locations at project 1.

Resolved by: Performing utility scan to better inform design.

### VIII. Critical Action Items

The following section discusses any critical action items, such as information requests, reviews by others, etc. that significantly impact project schedule and progress. It also discusses who is responsible for these action items. "Not applicable" is indicated below if there are none.

We are waiting on a response from PHMC for our archaeological report submission. PHMC approval letter is needed for final permit approval.

### IX. Subcontractor Detail

The following section summarizes work performed by each subcontractor in this reporting period by subcontractor name and task. "Not applicable" is indicated below if no work has been performed by subcontractors this reporting period.

N/A

### X. Other

The following section discusses any other issues that may be applicable, such as key personnel changes, status of pending proposals/amendments, anticipated scope changes, etc. "Not applicable" is indicated below if there are none.

John Doe will be taking over the "Project Engineer" role currently filled by James Smith, who will be leaving our company in the next reporting period.

SUBMITTED BY:

\_\_\_\_\_  
Provider's Designated Signatory

DATE: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
PWD Project Manager

DATE: \_\_\_\_\_

# PROJECT MONITORING TABLE

## Example Ecological Restoration Project (strictly for demonstration purposes)

Work Number

54321

Project Authorization Date

3/8/2016

Reporting Period End Date

9/30/2016

Task No.	Description	Status	% Complete	Associated Deliverable(s)	Responsible Party	Original Schedule		Planned Schedule (same as orig unless adjusted)				Actual Schedule		Tracking	
						Start Date	Completion Date	Planned Days from Authorization Until Start	Planned Start Date	Planned Duration (days)	Planned Completion Date	Start Date	Completion Date	Days Until or Past (3)	Days Ahead of or Past (4)
1	Baseplan (30%)	Complete	100%	Baseplan Survey	Sub 1	3/8/16	4/5/16	0	3/8/16	90	4/12/16	3/8/16	4/14/16	-	(2)
				Baseplan Submittal	Provider	4/5/16	4/19/16	35	4/12/16	30	4/26/16	4/14/16	4/26/16	-	0
				Review and Comment	PWD	4/19/16	5/10/16	49	4/26/16	30	5/17/16	4/26/16	5/17/16	-	0
				Resubmission	Provider	5/10/16	5/24/16	70	5/17/16	30	5/31/16	5/17/16	5/28/16	-	3
				Baseplan Review and Approval	PWD	5/24/16	6/7/16	84	5/31/16	14	6/14/16	5/28/16	6/10/16	-	4
				Pre-Application Meeting with DEP	PWD	6/7/16	6/8/16	85	6/14/16	1	6/15/16	6/10/16	6/11/16	-	4
2	Geotechnical Testing and Report (30%)	Complete	100%	Geotechnical Testing and Report Submittal	Sub 2	3/8/16	4/17/16	0	3/8/16	40	4/17/16	3/8/16	4/20/16	-	(3)
				Review and Approval	PWD	4/17/16	5/1/16	40	4/17/16	14	5/1/16	4/20/16	5/3/16	-	(2)
3	Preliminary Design (50%)	Complete	100%	Concept Submittal	Provider	6/7/16	7/5/16	98	6/14/16	90	7/5/16	6/10/16	6/30/16	-	5
				Review and Comment	PWD	7/5/16	7/19/16	119	7/5/16	30	7/19/16	6/30/16	7/14/16	-	5
				Resubmission	Provider	7/19/16	8/2/16	133	7/19/16	30	8/2/16	7/14/16	7/27/16	-	6
				Concept Review and Approval	PWD	8/2/16	8/16/16	147	8/2/16	14	8/16/16	7/27/16	8/10/16	-	6
				Submission #3	Provider			161	8/16/16	0	8/16/16	8/10/16	8/17/16	-	(1)
				Concept Review and Approval	PWD			161	8/16/16	0	8/16/16	8/17/16	8/24/16	-	(8)
				ERSA Submittal to Plan Review	PWD	8/16/2016	8/23/2016	168	8/16/16	7	8/23/16	8/24/16	8/31/16	-	(8)
				Review, Coordination, & Response	PWD	8/23/2016	8/30/2016	175	8/23/16	7	8/30/16	8/31/16	9/7/16	-	(8)
4	Substantially Complete (70%) Design	In Progress	25%	70% Design Submittal	Provider	8/16/16	9/13/16	161	8/16/16	90	9/13/16	8/24/16	9/21/16	-	(8)
				Review and Comment	PWD	9/13/16	9/27/16	189	9/13/16	30	9/27/16	9/21/16		(3)	-
				Resubmission	Provider	9/27/16	10/18/16	203	9/27/16	30	10/18/16			18	-
				70% Review and Approval	PWD	10/18/16	11/1/16	224	10/18/16	14	11/1/16			32	-
5	Plans, Specs, and Estimate (90%) Design	Not Started	0%	Approved 70% Plan Submission to External Reviewers	Provider	11/1/16	11/3/16	238	11/1/16	3	11/3/16			34	-
				External review/ Permit applications coordination, response tracking, and 90% Design Submittal	Provider	11/3/16	1/19/17	240	11/3/16	180	5/2/17			214	-
				Review and Comment	PWD	5/2/17	6/1/17	420	5/2/17	30	6/1/17			244	-
				Resubmission	Provider	6/1/17	7/1/17	450	6/1/17	30	7/1/17			274	-
				Review and Project Approval	PWD	7/1/17	7/15/17	480	7/1/17	14	7/15/17			288	-
6	Final (100%) Design	Not Started	0%	100% Design Submittal	Provider	7/15/17	7/29/17	494	7/15/17	14	7/29/17			302	-

### REVISION HISTORY

No.	Date	Details
1	3/28/2016	Because a utility scan was added to the baseplan survey, 7 days have been added to Planned Days from Authorization Until Start for subsequent tasks and deliverables.
2	8/31/2016	Because a third concept submission was needed, two deliverables were added to Task 3: "Submission #3" and "Concept Review and Approval". The words "and Approval" were crossed out in the deliverable description above the added deliverables because approval did not occur.