Project Progress Form

Engineering Design Teams

Design Project Lifecycle Forms

TO BE FILLED OUT INDIVIDUALLY FOR EACH PROJECT. Every project and any work that requires prototyping and/or funding (R&D, etc.) must be documented through these project forms.

Project Overview Form (POF)	Introduces the project by outlining its purpose, scope, preliminary timeline, and estimated budget. This form sets the foundation for planning and tracking progress throughout the project cycle.
Project Design and Build Package (PDBP)	Provides a detailed breakdown of the project's budget, including anticipated expenses and resource needs.
Project Progress Form (PPF)	Updates the status of the project based on the original POF. It documents any changes to scope, timeline, or budget, and provides a snapshot of current progress to ensure alignment with project goals.
Project Evaluation Form (PEF)	Marks the completion of the project. It evaluates outcomes based on the documentation submitted throughout the project.

When is this form used?

Design Project Lifecycle Forms are intended to help determine key project information. This Project Progress document is the third form and reviews the current stage of the project. **Teams are encouraged to reference relevant information from previous forms where applicable.**

Project Overview

Contact Information

Design Team	
Sub-team (if applicable)	
Team Email	

Project Information

Project ID	
Project Name	
Project Phase	

Project Goals

There are changes to *one or more key goals* listed in the original Project Overview Form.	
For the project goals, if your changes meet the threshold outline above, please explain how this change impacts your project. What are the upstream and downstream effects from this change?	

Project Timeline

Please submit an updated timeline for this project. *You are free to update the Development and Build timeline or submit one of your own.*

The updated timeline for this project is attached to this submission.	
The project's planned timeline is *extended by 4 months or more*.	
For the project timeline, if your changes meet the threshold outline above, please explain how this change impacts your project. What are the upstream and downstream effects from this change?	

Project Budget

Please submit your updated expenses for this project. *You are free to update the Development and Build budget or submit one of your own.*

The updated expenses for this project are attached to this submission.	

The overall project *budget increases by 15%* or more from the original estimate.	
For the project budget, if your changes meet the threshold outline above, please explain how this change impacts your project. What are the upstream and downstream effects from this change?	