# Section 4 – Monthly Project Status Reporting

I.      Introduction - FIRMs who are contracted for project design and construction related services, are required to generate and submit a project status report along with their monthly payment request for services rendered, in addition to other required forms.  This Section contains specific guidelines for FIRMs to follow related to content and format of these project status reports.

II.      Content and Format for Project Status Report (Part 1)

      A.      The template in "Attachment A" shall be used by each FIRM for any capital and/or non-capital funded project unless otherwise agreed to by the HRSD Project Manager / Task Manager in writing as part of the Record of Negotiation.

      B.      The Project Status Report shall be updated monthly and submitted along with the payment request.  Accurate and updated project status reports are needed such that HRSD Project Managers can update their project status in Unifier. This information is especially important as projects enter the construction phase for construction website updates viewed by the public, HRSD Communications Department, and other stakeholders.

            1.      For Capital Projects – submit via HRSD's Enterprise Project Management (Unifier) system.

            2.      For Non-Capital Projects – submit via HRSD's Enterprise Resource Planning (ERP) system .

III.      Content and Format for Project Expenditure Tracking (Part 2)

      A.      The example graph in "Attachment B" shall be generated by each FIRM for any capital and/or non-capital funded project unless otherwise agreed to by the HRSD Project Manager / Task Manager in writing as part of the Record of Negotiation.  For each assigned phase of a project, the graph to reflect the following:

            1.      Originally forecast project spending based upon the negotiated services fee.

            2.      Actual expenditures by the FIRM tracked monthly.

            3.      Adjustment of fee and scope of services via an approved amendment to the negotiated services for the active phase of work.

IV.      Attachments:

      A.      HRSD Firm Progress Report

B.    Design Phase Expenditure Graph

**End of Section**