

Quarterly Status Report

Planning Guide

1. Subaward Information

Subaward ID:	This field is pre-filled.
Subrecipient:	This field is pre-filled.
Project Title:	This field is pre-filled.
Award Amount:	This field is pre-filled.
Period of Performance Start Date:	This field is pre-filled.
Period of Performance End Date:	This field is pre-filled.
Reporting Period:	This field is pre-filled.

- Is this the final QSR? | Select the checkbox if this is true.
- No activity this quarter? | If you select this checkbox, you must explain why in the 'Accomplishments and Subaward Updates' section below. The remainder of the report will be unavailable for edits.

2. Deliverables

This section is prepopulated based on the information available in the Project Management Plan. You are required to report the completion percentage for each deliverable in order to submit the QSR. You may save the QSR without this information. If you need to add or remove deliverables, please complete and submit the current QSR. Next, coordinate with your Program Manager to make changes to the PMP. Updates on revised PMPs will be reported in the next quarter.

2. Deliverables							
Training Deliverables							
Deliverable #	Course	Description	Milestone #	Milestone	Start Date	End Date	% Complete
1	TR Course 01	Desc 01	1	TR Mile Stone 01	9/15/2015	9/16/2015	<input type="text"/>
1	TR Course 01	Desc 01	2	dsffsfs	9/17/2015	9/10/2015	<input type="text"/>
2	RE C 2	TR T 2	1	fsfsfsd	9/17/2015	9/16/2015	<input type="text"/>
2	RE C 2	TR T 2	2	saadda	9/17/2015	9/16/2015	<input type="text"/>
Exercise Deliverables							
Deliverable #	Exercise	Type	Milestone #	Milestone	Start Date	End Date	% Complete
1	EX Del 01	Full-Scale	2	csacascscs	9/4/2015	9/9/2015	<input type="text"/>
Plans and Written Products Deliverables							
Deliverable #	Exercise	Milestone #	Milestone	Start Date	End Date	% Complete	
1	WP 01	1	WP Mile 01	9/18/2015	9/19/2015	<input type="text"/>	
Equipment Products Deliverables							
Deliverable #	Exercise	Milestone #	Milestone	Start Date	End Date	% Complete	
1	EP 01	1	EP Mile 01	9/28/2015	9/30/2015	<input type="text"/>	

Use the **Deliverable Notes** section to report any noteworthy items. Examples include delays or updates on procurement processes.

Deliverables Notes	
Notes and description of progress against deliverables this quarter	

3. Spend Plan

This section is prepopulated based on the information available in the Project Management Plan. You are required to report the amount expended to date and the projected spending for next quarter. Enter "0" if there is no spending. You may save the QSR without this information, but it is required in order to submit. If you have submitted final reimbursements for an expenditure item, select the checkbox. If you need to add or remove expenditure items, please complete and submit the current QSR. Next, coordinate with your Program Manager to make changes to the PMP. Updates on revised PMPs will be reported in the next quarter.

3. Spend Plan					
Item	Estimated Cost	Expended To Date	Balance	Final Reimbursement Requested?	Projected Spending For Next Quarter
Item 011	\$16,000.00	<input type="text"/>	\$16,000.00	<input type="checkbox"/>	<input type="text"/>
DSADSAD	\$2,000.00	<input type="text"/>	\$2,000.00	<input type="checkbox"/>	<input type="text"/>
CSAS	\$7,000.00	<input type="text"/>	\$7,000.00	<input type="checkbox"/>	<input type="text"/>
Total: \$25,000.00		Total: \$0.00	Total: \$25,000.00		Total: \$0.00

Use the **Spend Plan Notes** section to report any noteworthy items. Examples include explanation of spending projections or issues negatively impacting spending.

Spend Plan Notes	
Notes and description of expenditures this quarter and projected spending for next quarter	

4. Personnel

This section is prepopulated based on the information available in the Project Management Plan.

4. Personnel					
Name	Position	Employee / Contractor	Level Of Effort	Start Date	End Date
Murali 01	Consultant o1	Contractor	100	9/1/2015	9/11/2015
Krish	Empl	Employee	80	9/2/2015	

Use the **Personnel Notes** section to report any changes in positions funded during the quarter or anticipated changes in the next quarter. Based on your notes, your Program Manager will work with you to update the PMP appropriately.

Personnel Notes

Any changes to personnel positions funded under this subaward this quarter or projected for next quarter?

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5. Accomplishments and Subaward Updates

This section gives you an opportunity to highlight the positive things that were accomplished during the quarter. It also captures items that impact the entire project, such as delays in obtaining budget approval from your leadership. If you select the 'No Activity' checkbox at the beginning of the report, provide the explanation for no activity here.

Accomplishments and Subaward Updates

Describe any significant activities or progress made on the project this quarter. Also note any delays, changes of scope, or other significant challenges to successful project implementation. If no activity has occurred, explain why and whether this represents a challenge to successful project implementation.

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