

MONTHLY PROJECT STATUS REPORT

Reporting Period:	
LPA	
Consultant	
Project No.	
Project Description:	

I. Work completed (Brief Summary of work completed during reporting period)

II. Work Planned (Brief Summary of work planned for next reporting period)

III. Request for MDOT Response (Information required from MDOT to continue project development)

LPA: _____
 External Project No: _____
 FMS Project No: _____
 Proj. Description: _____

IV. Project Status Log

Item No.	Item	A	B	C	D	Status/Remarks
		Original Anticipated Date for each Item	Current Revised Anticipated Date	Actual Date Submitted	Actual Date Approved	
1	MOU					
2	PE Consultant Selection (LPA may select CEI at same time)					
3	Kick-off Meeting					
4	ENV Action Decided (same as date for Kick-off Mtg)					
5	PE Contract					
6	ENV Document					
7	LPA-100					
8	LPA-700/800					
9	Field Review Plans (allow 21 calendar days for MDOT Review)					
10	Field Review Meeting					
11	Office Review PS&E (allow 21 calendar days for MDOT Review)					
12	Office Review Meeting					
13	DBE Goal (Assigned by MDOT based on O.R. constr est.)					
14	STIP Rechecked/Amended (for Non-Grouped Projects Only)					
15	ROW Status Reports (14 calendar days prior to PSE Submittal)					
16	CE&I Consultant Selection (if not simultaneous with PE selection)					
17	CE&I Contract (14 calendar days prior to PSE Submittal)					
18	Sampling & Testing Proposal (14 calendar days prior to PSE Submittal)					
19	PS&E Assembly					
20	Final PS&E Assembly					
21	Authority to Advertise Letter from MDOT (approved PS&E)					MOU Obligation Deadline:

Instructions to LPA/Consultant

Column A: Original Anticipated Date -- These are target dates for project design

ALL fields in this column should be filled out once at the beginning of the project. These dates in this column should not be modified after the initial submittal of this form.

Column B: Current Revised Anticipated Dates

Dates in this column should be reviewed and updated monthly. The fields in this column can be changed throughout the development of the project depending on the delays/challenges that may arise. Provide an explanation for the revised date under the Status/Remarks.

Column C: Actual Date Submitted

These dates should be filled in as the LPA/Consultant submits each item.

Column D: Actual Date Approved

These dates are to be filled in as the LPA/Consultant receives responses from MDOT. Please note any item submitted and awaiting a response from MDOT on Page 1, Section C of this report

Signature of LPA Consultant/Professional: _____ Date: _____

Signature of LPA Project Director: _____ Date: _____

Note: The LPA/consultant is responsible for submitting this signed form to the District LPA Coordinator by the 7th of each month (via email).