

# **PROGRESS REPORT CONTENT AND FORMAT REQUIREMENTS**

## **Progress Report requirements:**

In accordance with Exhibit A- Statement of Work, provide to NEEA a Progress Report for each Task, identified by Task title and Task number, as outlined in Exhibit A. Include a summary of current Task progress, status, and any issues or challenges related to, or potentially impacting, current or future Activities and Deliverables during the applicable Monthly Invoice Period.

## **Progress Report format requirements:**

Contract Number:

Contract Title:

Contractor:

Progress Report Period:

For each Task, provide the following:

- Task name and title
- Task Activities updates
- Task Deliverables updates

## **Attachments:**

Provide all required and supporting documentation, as specified in Exhibit A- Statement of Work.