**QUARTERLY PROGRESS REPORT REVIEW CHECKLIST**

This checklist is used as a tool to record the review of the Progress Report. The CAM shall complete the MS Forms version of this checklist for each Progress Report.

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SECTION I: Agreement and Progress Report Information

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|  | Agreement Number: Click or tap here to enter text.  Progress Report’s Reporting Period (Quarter #, Month Year to Month Year) *– EXAMPLE: Q4, Oct. 2020 – Dec. 2020*: Click or tap here to enter text. |

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SECTION II: Project Status and Performance

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| Q1. | Quarterly progress reports should be submitted no later than 30 calendars after each quarter, unless otherwise specified by the CAM.  Was the Quarterly Progress Report timely submitted?  *Quarterly Progress Reports shall cover the following periods throughout a given year:*   * *1st Quarter: January 1 - March 31* * *2nd Quarter: April 1 - June 30* * *3rd Quarter: July 1 - September 30* * *4th Quarter: October 1 - December 31* | Yes | No |  |
| **Q2.** | **Have all sections in the Progress Report been satisfactorily completed by the recipient?** | **Yes** | **No** |  |
| **Q3.** | **Has the Progress Report been uploaded into ECAMS?** | **Yes** | **No** |  |
| **Q4.** | **Have all deliverables due to date been submitted?** | **Yes** | **No** |  |
| **Q5.** | **Has the recipient provided a valid explanation for why past due deliverables have not been submitted?** | **Yes** | **No** | **N/A** |
| **Q6.** | **How would you rate the quality of deliverables submitted to date?** | **Good/ Excellent** | **Minimally Acceptable** | **Unacceptable** |
| **Q7.** | **Have any “YELLOW” risk factors been identified? Please reference the list of risk factors within the** [**CEC Agreement At-Risk Status Policy document**](https://www.energy.ca.gov/media/4991)**.**  *A “YELLOW” risk status indicates that the agreement has some delays or setbacks in project tasks, but CAM expects that the recipient/contractor will complete the project by the agreement end date and within budget. However, if an amendment is needed, there is ample time to process it.* | **Yes** | **No** |  |
| **Q8.** | **Have any “RED” risk factors been identified? Please reference the list of risk factors within the** [**CEC Agreement At-Risk Status Policy document**](https://www.energy.ca.gov/media/4991)**.**  *A “RED” risk status indicates that the agreement has serious issues with complex resolutions. The agreement may be at‐risk to be terminated.* | **Yes** | **No** |  |
| **Q9.** | **Do any “YELLOW” risk factors identified on the previous Quarterly Progress Report remain unresolved, with little to no progress made towards resolution?** | **Yes** | **No** |  |

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SECTION III: Responses Check

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| Q10. | Were any of the question responses marked yellow?  *If yes, the CAM should escalate the Green-Yellow-Red status in ECAMS to Yellow.* | Yes | No |
| **Q11.** | **Were any of the question responses marked red?**  *If yes, the CAM should escalate the Green-Yellow-Red status in ECAMS to Red.* | **Yes** | **No** |

CAM Signature: Date: