**Project Status Report Template**

**PURPOSE**

The Project Status Report is a report completed by the Participant as required and described in the Program Rules[[1]](#footnote-1) Section 1.8. It will provide the Independent Electricity System Operator with an update on the status of the implementation activities for the Project as part of the Industrial Accelerator Program. Examples of descriptions included in the report are activities that have been started, completed, and planned for the Project. The report will also provide a more in depth description of the invoices and other identified costs that have been submitted with the Invoice, as per Attachment 2 of this document. The scope of this report will cover only the construction period for the Project. To provide evidence of the costs incurred, as presented in this report, copies of all invoices must be provided.

Complete pages 2 and 3 of the template by providing a brief discussion of relevant information and indicate “not applicable” in sections that are not relevant to the project.

****

# PROJECT STATUS REPORT

## Project Status Summary

**Project Name:**

**Project Description:**

**Status Report Number:**

**Prepared by:**

**Date:**

**Schedule:**

*[Discussion of status of the project schedule and any delays or slippage from the original project schedule]*

**Budget:**

*[Discussion of status of the project budget including major cost categories and any areas of variance]*

**Scope:**

*[Discussion of status of the project scope including any changes relative to the original scope]*

**Additional Items:**

*[Discussion of items such as resourcing, operational impacts within your facility, or other considerations that may impact the schedule, budget, or scope]*

## Impact Analysis of Changes

**Project In-Service Date Impacts:**

*[Provide an overview of changes to the scope or other project implementation issues and how these changes affect the In-Service Date.]*

**Project Electricity Savings Impacts:**

*[Provide an overview of the scope changes or other issues and how these changes affect the Electricity Savings.]*

**Project Budget Impacts:**

*[Provide an overview of changes to the budget or other project implementation issues and how these changes directly affect the budget.]*

## Comments on Participant Responsibilities

*[Describe any additional information regarding the implementation of this project including Participant Responsibilities as described in the Program Rules in Section 1.8 and the Project Incentive Agreement[[2]](#footnote-2) in Section 4.1, including all Schedules. The Participant may be required to provide updated evidence of the Participant’s solvency or other measures of overall financial health, pursuant to section 1.8 (k) of the Program Rules and 4.1 (k) of the Project Incentive Agreement.]*

I certify that this report provides a true representation of the status of the project. The results in this report accurately reflect the paid costs and provide details on any potential activities that alter the project.

Name: Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature

# Attachments

## Attachment 1: Cost Summary with Details of Costs Incurred for Project Status Reporting Period # [Insert Status Report number here]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Invoice Number** | **Invoice Date** | **Vendor** | **Amount Incurred ($)** | **Cost Category #** | **% of Cost Category Spent** | **Description** |
|  |  |  |   |   |   |   |
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| **TOTAL** |  |  |

## Attachment 2: Summary of All Status Reports and Costs Incurred to Date

|  |  |  |  |
| --- | --- | --- | --- |
| **Status Report #** | **Date Status Report Submitted** | **Amount Incurred ($)** | **% of Total Budget** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **TOTAL** |   |   |

## Appendix 1: Project Budget

|  |  |  |
| --- | --- | --- |
| **Cost Category Description** | **Cost Category #** | **Budget ($)** |
|  | 1 |   |
|  | 2 |   |
|  | 3 |   |
|  | 4 |   |
|  | 5 |   |
|  | 6 |   |
|   |  |   |
|   |  |   |
|   |  |   |

1. Industrial Accelerator Program – Program Rules Version 4.0, June 23, 2015 as updated from time to time [↑](#footnote-ref-1)
2. Industrial Accelerator Program – Project Incentive Contract (June 23, 2015) [↑](#footnote-ref-2)