PROJECT QUARTERLY REPORT

Project Title:	
Project ID:	
Project Leader:	
Reporting Period:	**2018-2019 Q3 - 01 January to 31 March 2019**

PROJECT PROGRESS						
Red - Project is at risk to miss a scheduled completion date, may be over budget or out of scope. Immediate management action required. Yellow - Project may be at risk if issues are not addressed. Attention required. Green -Project is on track to meet scheduled dates or is within scheduled budget and resource allocations.						
Overall Project Health	Red	☐	Yellow	☐	Green	☐
Project Milestones	Red	☐	Yellow	☐	Green	☐
PhD Students	Red	☐	Yellow	☐	Green	☐
BUDGET						
Cash Spent	Red	☐	Yellow	☐	Green	☐
Staff Salary	Red	☐	Yellow	☐	Green	☐
Non Staff in-kind	Red	☐	Yellow	☐	Green	☐
Staff in-kind	Red	☐	Yellow	☐	Green	☐
Third Party Contributions	Red	☐	Yellow	☐	Green	☐
JUSTIFICATION						
Enter a Brief explanation of the justification of traffic lights. Ensure any red or yellow traffic lights are explained.						

SUMMARY

Executive Summary

Brief summary of project progress with reference to accomplishments, future activities, issues. Max 250 words.

OTHER

List any significant workplace health or safety issues that have arisen, or been identified, in relation to Soil CRC funded research during the reporting period?

Enter text in here

List all Communications Activities. eg. Workshops, meeting with other participants, presentations, reports, publications, media, workshops

Enter text in here

List all publications *(published) in the last quarter. *Books, book chapters, refereed journal papers, conference papers (refer and non-referred

Enter text in here

List any Commercialisation opportunities identified during the reporting period.

Enter text in here

List any reported variation to project budget or milestone timing.

Enter text in here

Have you included four photos (jpeg) with your quarterly report? Yes/No

PROJECT

Table Error! Use the Home tab to apply to the text that you want to appear here..1 Project Milestones

Milestone No	Project Milestone	Project Participant responsible	Due Date	Delivered ? Yes/No	Comment on Progress (if applicable)
M1	Project Agreement Execution				
M2	IP Register commenced for Project IP		To be completed annually in **December** and project completion		
M3	Interim (Quarterly) Progress Report		Every **three months**	Yes - This report	
M4	PhD students commenced and submitted Soil Student CRC forms (including student IP)				
M5	IP Deed Polls signed				

A. BUDGET REQUESTED BUDGET

Table A.1 – Cash Spent

Participant	Budgeted for PROJECT YEAR 1	Actual Cash Spent (Q3 only)	Explanation of Variation (if applicable)
AdminOrg – Scholarship	$xx		
AdminOrg – Operating	$xx		
AdminOrg -Travel	$xx		
Org2 – Scholarships	$xx		
Org2 – Operating	$xx		
Org2 – Travel	$xx		

Table A.2 – Staff Salary

Participant	Staff Member	Budgeted Days for PROJECT YEAR 1	Actual Days on Project (Q3 only)	Explanation of Variation	OFFICE USE ONLY (Q3 FTE)	OFFICE USE ONLY EAO
ADMINORG	To be Appointed	xx				
ORG2	To be Appointed	xx				

B. IN-KIND CONTRIBUTIONS

Table B.1 - Staff in-kind Contribution

Organisation	Staff Name	Budgeted Days on Project for PROJECT YEAR 1	Actual Days on (Q3 only)	Explanation of Variation (if applicable)	OFFICE USE ONLY Q3 FTE
ADMINORG	Name1	40			
ORG2	Name2	20			

Table B.2 - Non Staff in-kind Contribution

Participant	Item Name	Budgeted PROJECT YEAR 1	Actual in-kind $ (Q3 only)	Explanation of Variation (if applicable)
ADMINORG	Item Name	$xx		
ADMINORG	Item Name	$xx		
ORG2	Item Name	$xx		

C. Third Party Contributions

Not applicable

D. Project Changes

Table D.1 – New Staff and Student Members

Name	Organisation	Position	Date commence	Phone	Email	FTE	Cash funded/ in-kind	Supervisor (org) – *students only*