Checklist for a complete quarterly submission

Checklist for a complete quarterly submission:

- ✓ Indicator data complete; or where incomplete, notes to explain the problem
- ✓ Upcoming events added to events table
- ✓ Activities table updated with current progress
- ✓ Narratives complete, with responses kept to 1,500 words or less
- ✓ Data <u>Submitted</u> in DevResults
- ✓ Performance report generated using the Project Report Tool
- ✓ Performance report sent to INL Project Manager (and other mailboxes or systems required in the agreement documents)
- ✓ Financial report (drafted outside of the INL DevResults system) sent to individuals and systems as required in the agreement documents

After submitting your quarterly reports, consider setting up a meeting with the INL project manager to discuss:

- • The past quarter's results
- • Whether any changes are needed to project implementation plans
- • Whether any changes are needed for indicators or targets