## 20XX PROGRESS REPORT

## Reporting Period

MONTH 20XX through MONTH 20XX

## Purpose

This brief progress reporting form, included as an attachment to the Colorado Resiliency Playbook, provides a template State agencies can use to organize and track metrics that support key objectives of projects or other resiliency initiatives. State agencies are encouraged to also use this form to communicate progress to the CRO, so the office can communicate successes to the State legislature and Colorado communities.

## Background

The 2018 update of the Colorado Disaster Emergency Act (HB 18-1394) directed the Colorado Resiliency Office (CRO) to assist State departments and agencies in institutionalizing resiliency into their operations and investments. Part of the process of institutionalizing resiliency practices is measuring the effects of resilience efforts and tracking progress in order to 1) adjust course as necessary, and 2) communicate successes.

## Project Summary *(update as needed)*

In the textbox below, summarize the project background, purpose, and tasks. Use this section to describe how successful project completion looks.



| **Table 1 Summary of Project Objectives** |  |
| --- | --- |
| Objective | **Metric1** | **Evaluation Timeline2** |
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| Notes:1 For each objective, identify one or more metrics that will be used to assess progress in meeting the objective. If a metric is quantitative, specify a unit of measurement.2 Under Evaluation Timeline, note how frequently (i.e., weekly, monthly, annually) each metric will be measured. |

**Progress Report** *(update each reporting period)*

Record in Table 2 any changes in the project metrics from the last reporting period to the current reporting period. Note in the table the status of the project objectives (i.e., in progress, complete, dropped).

| **Table 2 Summary of Progress During the Reporting Period** |
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| Objective (No.)1 | **Metric** | **Previous Reporting Period2** | **Current Reporting Period2** | **Objective Status** |
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|  |  |  |  |  |
| Notes:1 Insert the objective number from Table 1.2 Note the metric reached during the previous reporting period or the current reporting period. For example, if you are tracking numbers of affordable housing units constructed, note the number of constructed during the number constructed by the end of the previous reporting period and the number constructed by the end of the current reporting period (including the number from the previous reporting period). |

**Challenges and Opportunities** *(update each reporting period)*

Use the textbox below to identify any anticipated challenges that may prevent achievement of project objectives or opportunities that may result in additional resilience value. Consider opportunities to work with other State departments to achieve multiple benefits across sectors.