

Project Progress Tracking Report



Name: _____

Date: _____

Residents are expected to complete each of these by the end of the residency. Please fill out this chart as you complete activities and keep it comprehensive so that it includes all the activities you have completed even if they were already reported in an earlier month.

| Category | Description Please include (1) date event was held or activity was completed, (2) brief name/description of event, (3) hours spent and (4) team members' names if applicable. |
|---|--|
| Individual: On your own, identify, organize, and deliver/present/complete two or more activities; at least one of these activities should be organized for your Host; additional activities could be organized for other Hosts, Residents, and/or external participants. | |
| Group: With one or more other Residents and/or one or more other Hosts, identify, organize, and deliver/present/complete at least one activity (not including the Capstone event that all Residents and Hosts will be part of). | |
| External: Identify, organize, and deliver/present/complete at least one activity that involves an external audience that is relevant to your project and coordinated with your Host. | |
| Professional: Participate in at least one local or regional professional activity, not including ones that are organized by program staff for all Residents to attend. | |