

PA State Conservation Commission – Dirt, Gravel, and Low Volume Road Program

Project Timeline

Contract #: _____

PROJECT INFORMATION	
Grant Recipient: _____	CD Board Approval Date: _____
Road Name: _____	Contract Signed Date: _____
Site ID: _____	Original Contract Amount: _____
Prop Start Date: _____	Prop Completion Date: _____

AMENDMENTS (generate in GIS)				
Approval Date	Additional Amount	New Total Contract Amount	New Contract End Date	New Workplan?

PAYMENT LOG				
Date	Check #	Amount	Notes	Entered in GIS?

PROJECT CLOSEOUT					
Final Inspection Date:		Done by:		Notes/Follow up needed?	
Follow up Inspection Date:		Done by:		Notes/Follow up needed?	
Project Completion Report Date:		Done by:		Generated final form in GIS?	
Project file complete?		Done by:		Date:	
Project marked complete in GIS?		Done by:		Date:	

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[illegible]

The purpose of the “Project Timeline” is to track events related to a particular project. This OPTIONAL sheet will facilitate project tracking and create a history for each site, especially important when there is turnover at the Conservation District. Potential events for the Project Timeline include, but are not limited to: phone calls, site visits, inspections, dates various forms are received, approval dates from QAB / CD board, etc.