

(Project #) \_\_\_\_\_

# **Progress Report Guidelines**

**TO: Andrew D. MacDonald, Program Manager (Acting)**  
**BC Hydro Bridge Coastal Fish and Wildlife Restoration Program**  
**6911 Southpoint Drive (E14), Burnaby, BC. V3N 4X8**

**RE: Project #:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**For the period from** \_\_\_\_\_ **to** \_\_\_\_\_

Progress report content should include the following:

- Who is doing what, why and how funded.
- State project commencement date and summarized work completed up to this reporting period.
- For this reporting period, state in more detail activities undertaken, outcomes and milestones achieved, problems encountered and resolution to the problems.
- If applicable indicate community and media events, and how BCRP has been recognized.
- Summarize your next steps and upcoming public events.

**For more information:** please contact \_\_\_\_\_

at telephone # \_\_\_\_\_ or email \_\_\_\_\_