SC Technical Team Quarterly Report

Each SC Technical Team creates a quarterly report showing its progress with deliverables.

Copy and paste the embedded spreadsheet below into a new EXCEL spreadsheet to create your Technical Team's quarterly report. The example shown below is for Technical Team A, Temporary Structures.

1. Allocated resource and expended resource reports will be provided to each Technical Team. Note there is generally a one-month lag before expenditure data is available.
2. Use the Technical Team Work Plan to fill in the "Task Scheduled" columns.
3. For products developed over a length of time, such as SC Technical manuals, use a linear distribution to estimate scheduled percent complete.

Structure Construction - Technical Team A (Temporary Structures)								
FY 17-18	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Allocated Resources	x		x		x		x	
Hours charged	y		y		y		y	
Task	Scheduled	Completed	Scheduled	Completed	Scheduled	Completed	Scheduled	Completed
A. Technical Support (non-project direct only):								
1) Internal to Caltrans								
TT Meetings								
Develop subject matter inspection aids and training materials								
Develop subject matter research proposals								
Respond to inquiries	*		*		*		*	
2) Federal, other State and Local Agencies								
Respond to inquiries	*		*		*		*	
External contacts	*		*		*		*	
3) Industry Engagement								
B. Standards, Policies and Guidance Material:								
1) Standards (Design specs, Std Plans, SSP, XS,...)								
Standard Specifications, SSP reviews	*		*		*		*	
Standard Plans, XS Sheets reviews	*		*		*		*	
2) Policies (MTD, SPM,...)								
Law and Regulation reviews	*		*		*		*	
MTD reviews	*		*		*		*	
Other DES policy document reviews	*		*		*		*	
AASHTO amendment reviews	*		*		*		*	
Bridge Construction Memos created								
Bridge Construction Memos reviewed	*		*		*		*	
3) Guidance Material (BDP, BDA, etc...)								
BDP, BDD, BDA reviews	*		*		*		*	
Bridge Removal Manual (% complete)	0%		0%		5%		10%	
Falsework Manual (% complete with continual improvement for FY)	25%		50%		75%		100%	
Temporary Structure Manual (% complete)	0%		0%		5%		10%	
4) Tools (Software, databases,...)								
Falsework Check Program (% complete)								
C. Other (Provide description)								
Falsework Check Program (% complete)								
* performed upon request, not scheduled								