STATE OF WISCONSIN
DWD
Department of Workforce Development

Wisconsin Fast Forward

Quarterly Progress Reports

Instructions for:	Completing and Submitting Quarterly Progress Reports
Purpose:	Progress Reports serve three functions: 1. **As a grant management tool for the grantee:** *Use them to check in quarterly to see if you are on track, what you have accomplished, and where you are going.* 2. **As a grant management tool for the OSD to:** • *Ensure the project is on track* • *Connect grantees to resources if necessary* • *Plan for project closeout* • *Assess the OSD performance* 3. **As a reporting tool for the OSD to:** • *Collect trainee numbers, training timelines, and overall program progress to include in statutorily required reports to the legislature.* • *Create transparency and accountability for taxpayers and stakeholders.*
Process:	1. The quarterly report feature will be available in the online data entry system. 2. You should report information at of the end of the quarter. 3. Reports are due by the 15th of the first month of the next quarter (April, July, October, and January) as detailed in your contract. 4. Missing two consecutive quarterly reports will trigger consideration of grant cancellation.
Additional Information:	Online Access and Data Entry Instructions Contract - Reporting Dates in Section 1 and Section III: General Conditions