



## **Wisconsin Fast Forward**

*Grant Administration*  
*Online Instructions:*  
*WFF Quarterly Progress Report*

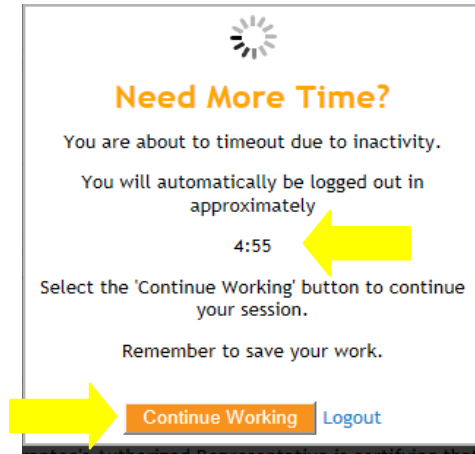
# WFF Quarterly Progress Report Instructions

## Accessing the WFF Online Data Entry System

To complete a Wisconsin Fast Forward Quarterly Progress Report you need to have access to the Wisconsin Fast Forward (WFF) Awarded Grant System. Instructions can be found on the WFF website [www.wisconsinfastforward.com](http://www.wisconsinfastforward.com). On the left side menu bar click Grant Program, then Grant Administration. Scroll down to the WFF Online System and Grant Reporting section and click WFF Online System Access Instructions.

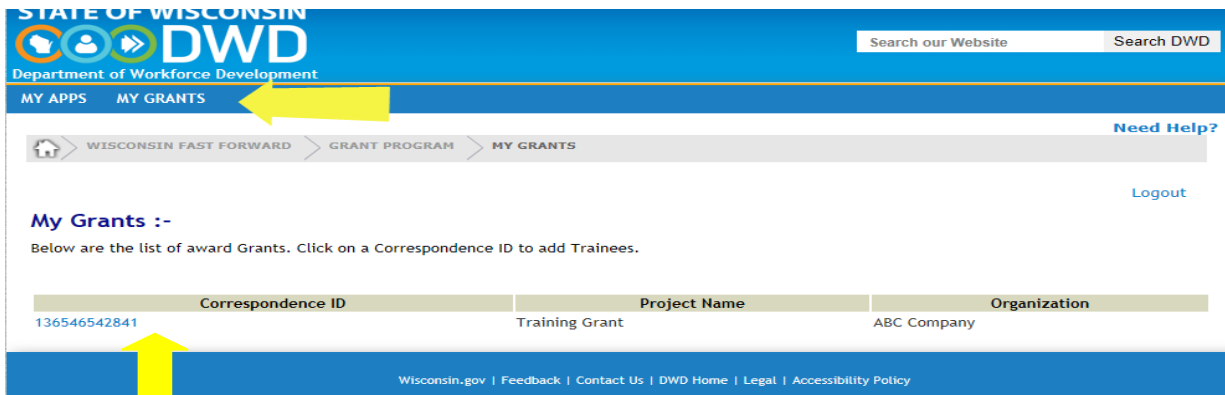


**Note: The system times out after 30 minutes. A window will open to give you advance notice of how many minutes you have left before it will automatically exit you to the orange logon box. Click Continue Working to avoid losing data. Save data using the Save Incomplete button to avoid losing data.**

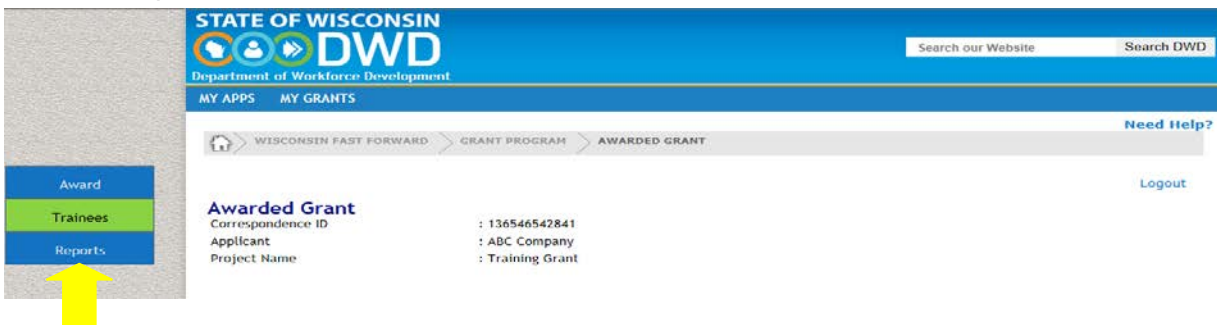


## Completing the WFF Quarterly Progress Report:

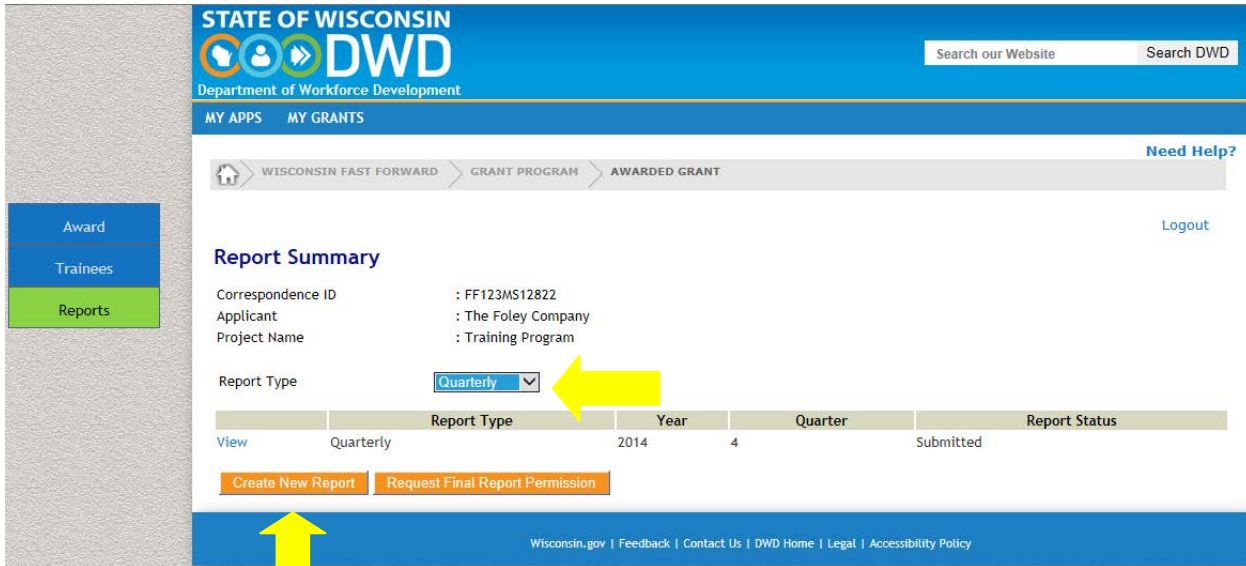
Once you have logged into the WFF Awarded Grants System, select My Grants to access your grant(s) and enter grant data. If you were also the Application Writer, you will land on the My Apps page. Select My Grants at the top of the page to access your grant(s). Click on the appropriate grant under the Correspondence ID to enter grant data.



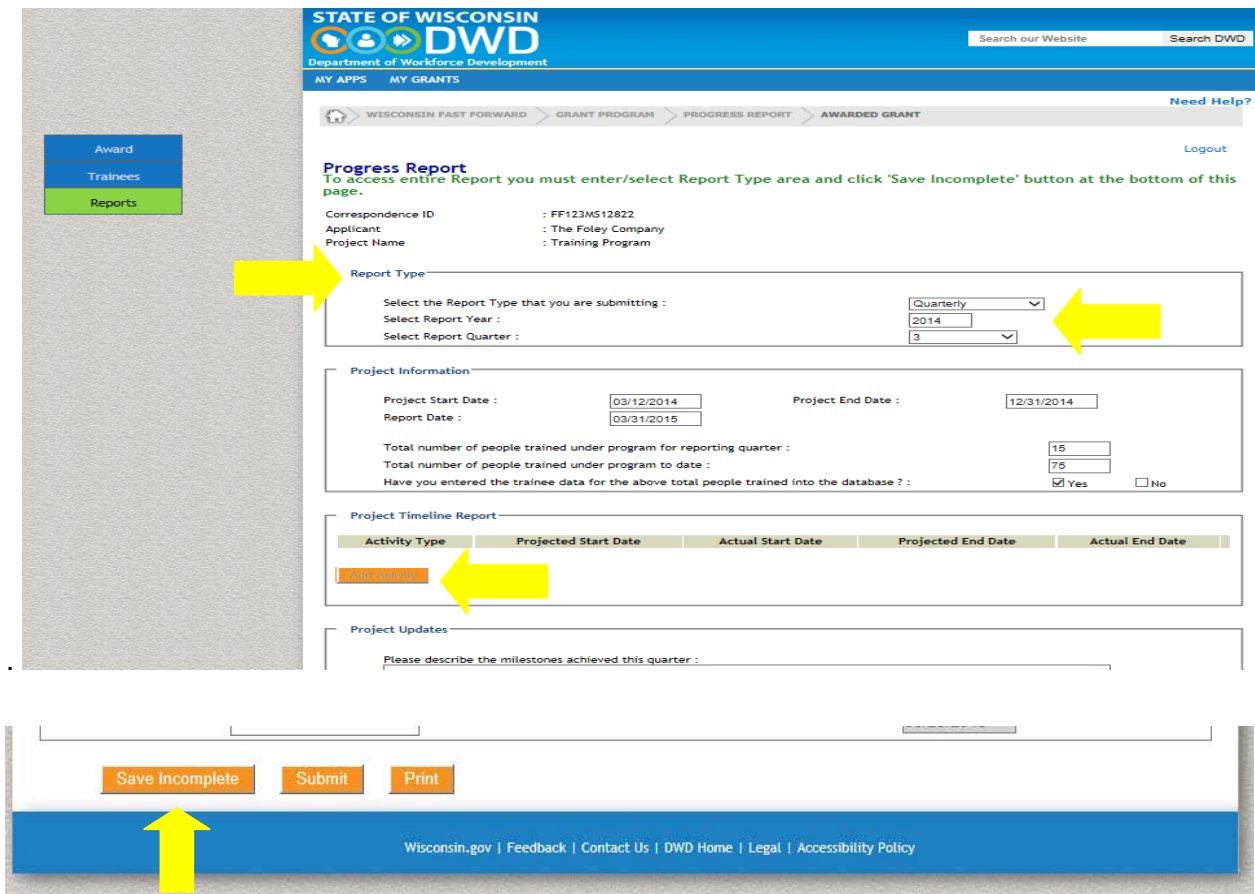
Click on Reports on the left side menu bar.



Click on the Report Type, select Quarterly from the dropdown and click on Create New Report.



A Progress Report template will be opened. To create and enter data in the Progress Report, you must first complete the information in Report Type section and click the Save Incomplete button at the bottom of the screen. This will enable the Add Activity orange button and allow you to complete the report.



(Note: Frequently click Save Incomplete at the bottom of the screen to avoid losing data)

Complete the Project Information section. Click on Add Activity. A Progress Activity window will open up. **You will add an activity for each activity started, continued or completed this quarter.**

**Project Timeline Report**

Activity Type	Projected Start Date	Actual Start Date	Projected End Date	Actual End Date
<b>Add Activity</b>				

**Project Updates**

**Progress Activity**

Select type of Activity :

Projected Start Date :

Actual Start Date :

Projected End Date :

Actual End Date :

Overall Comments About the Activity :

Text Limit: 4000 | Text Entered: 0

**Save Activity**

### **Entering Activities:**

- If your activity has started this quarter and has completed this quarter:
  - Select the activity from the drop down
  - Enter the Projected Start Date
  - Enter the Actual Start Date
  - Enter the Projected End Date
  - Enter the Actual End Date
  - Provide a short description and status update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen
- If your activity has started this quarter, but has not completed this quarter:
  - Select the activity from the drop down
  - Enter the Projected Start Date
  - Enter the Actual Start Date
  - Enter the Projected End Date
  - Enter the same date for Projected End Date and Actual End Date
  - Provide a short description and status update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen
- If your activity started in a previous quarter and has completed this quarter:
  - Select the activity from the drop down
  - Enter the Projected Start Date from your previous report
  - Enter the Actual Start Date from your previous report
  - Enter the Projected End Date from your previous report
  - Enter the Actual End Date
  - Provide a short description and status update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen
- If your activity started in a previous quarter and has not completed this quarter:
  - Select the activity from the drop down
  - Enter the Projected Start Date from your previous report
  - Enter the Actual Start Date from your previous report
  - Enter the Projected End Date from your previous report or adjusted to reflect changes in plan
  - Enter the same date for Projected End Date and Actual End Date
  - Provide a status short description and update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen

Answer the narrative questions in the Project Updates section. It may be easier to type the answers in a word document and cut and paste to the online report. This will allow you to spell check and count characters as text is limited to 4000 characters in each question. Give complete answers to all questions. If a question is not applicable to the situation in the current quarter, please explain in a short sentence or put "N/A" as you must enter data in each box in order to save.

**Project Updates**

Please describe the milestones achieved this quarter :

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Please describe the challenges encountered during the last quarter :

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Is your project running according to schedule ?  Yes  No

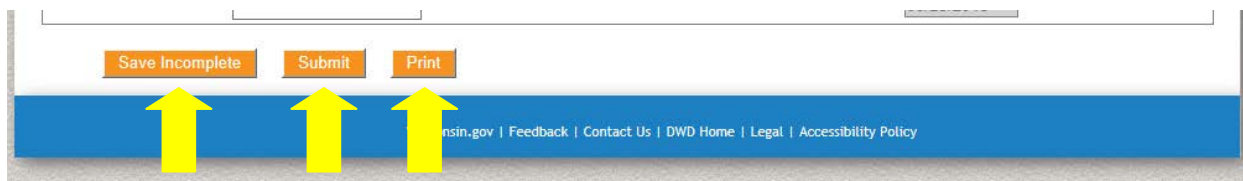
If 'No' then, please explain why :

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Please share any suggestions for ways to improve the Wisconsin Fast Forward Program :

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When you have completed the Project Update section, click Save Incomplete and carefully review your report for completeness and accuracy, as once you submit the report it can not be changed. Click print and save to a pdf for your files. Click Submit.



## Additional Help

For Technical Difficulty with the Online System:

- If you are experiencing difficulty logging in call the DWD Help Desk at 608-266-7252.
- If you have additional questions please contact the Wisconsin Fast Forward Staff:
  - Roselynn Bittorf  
E: [Roselynnl.bittorf@dwd.wisconsin.gov](mailto:Roselynnl.bittorf@dwd.wisconsin.gov)  
T: 608-267-7248
  - John Roos  
E: [John.Roos@dwd.wisconsin.gov](mailto:John.Roos@dwd.wisconsin.gov)  
T: 608-266-5536