**MENTOR-PROTÉGÉ QUARTERLY REPORT**

**For** State the months report covers (i.e. January-March 2013)

**Prepared for:**

**Illinois Department of Transportation**

**Mentor Firm:** Prime Consultant

Address 1

Address 2

**Protégé Firm:** Sub Consultant

Address 1

Address 2

**Project:** Name

Route

County

PTB # / Item

Quarterly reports are prepared at the end of quarter the plan is in force. The reports are based on calendar year quarters and as specified in the Plan. The intent of the Quarterly Report is snapshot of how the mentor-protégé relationship is progressing. The report should show progress toward each of the Plan's stated goals and any problems with or revisions needed with the plan.

1. **Mentor-Protégé Deliverables/Benchmarks Activities**

Summarize the mentor-protégé activities done this quarter.

1. **Mentor-Protégé Benchmark/Deliverable Progress**

Clearly state the progress of each Benchmarks/Deliverables from the approved Mentor-Protégé Plan and how the progress is being measured. Summarize if the Benchmarks/Deliverables are met during the quarter.

1. **Mentor-Protégé Issues**

Summarize any problems, observations, or issues in working within the plan. List any suggestions, steps or solutions being pursued to resolve these issues. Also include any successes as a result of the mentor-protégé relationship seen this quarter.

1. **Mentor-Protégé Next Quarter Expectations**

Summarize all anticipated work/progress for the next quarter.

*(The Mentor-Protégé Quarterly Report is signed by both parties.)*

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Signature for Mentor Firm and Date Signature for Protégé Firm and Date

*Send Quarterly Reports to: IDOT Project Manager & Design and Environment)*