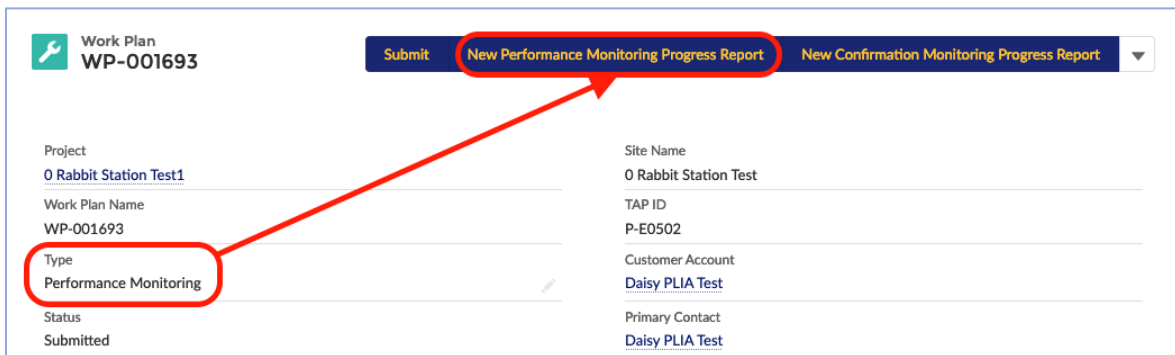# How to: Create a Work Plan Progress Report

A Progress Report is required when a Monitoring Work Plan is submitted. The Progress Report is due on the Monitoring Start Date you listed on the Monitoring Work Plan.
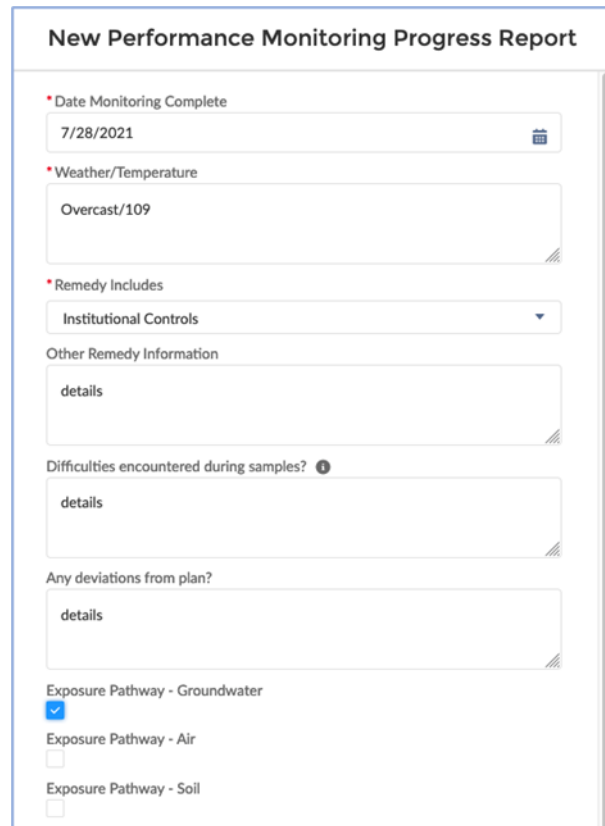
1. Navigate to the Monitoring Work Plan

Select the correct Monitoring Work Plan from the Project page. From the Monitoring Work Plan, click either "New Performance" or "New Confirmation Monitoring Progress Report." The Progress Report type should match the Work Plan type.
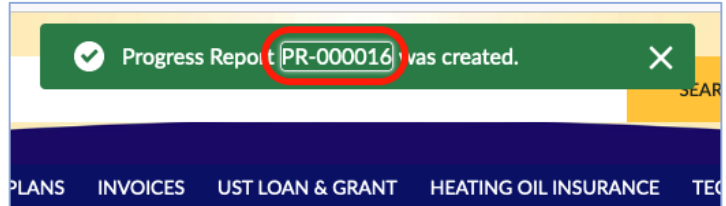

2. Complete the Progress Report

Enter the required data marked by "*" and include any other applicable information in the fields provided. When all the applicable information is provided, click "Save."

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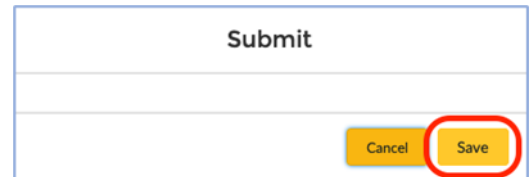
2. Submit the Progress Report

A green box with a link to your new record appears after you click "Save." Click on the link to navigate to the Progress Report.

You can also navigate to your new Progress Report record by scrolling down to the Progress Report list on the Work Plan page. Click on the "Progress Report Name (PR-######)."

When your Progress Report is complete, click "Submit." Then click "Save" and this will be submitted to PLIA.

After submission, the Monitoring Progress Report can't be edited. If a mistake has been made that needs correction, contact PLIA by email or phone at (800) 822-3905.

Submission of a Monitoring Progress Report updates the Next Progress Report Due field on the Work Plan. Email reminders are sent to the Monitoring Work Plan Owner and Project Primary Contact: 30 days before the Next Progress Report Due date; seven days before Next Progress Report Due date; and, if not received, one day after the Next Progress Report Due date.

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