

Ontario Exchange Progress Report

Project Leads are required to complete progress reporting for projects with Ontario Exchange. You may use the form below to verify you have reviewed your service provider's invoice, describe any work completed, and report any required amendments.

For **Project Management and Service Provider Support (PMSPS) projects**, reporting is always for the month that has just passed; if you have missed a reporting period, please email exchange@ecampusontario.ca.

* indicates mandatory question

Project ID*

Has work been completed on this project within this reporting period for which a service provider must be paid?*

Yes, we have received services and a service provider must be paid.

No, no work has been completed during this reporting period.

Service Provider Invoice

I verify that I have seen and reviewed this project's service provider invoice for this reporting period

Overall project status*

Briefly explain the status above and describe the general progress of the project.*

Status of key deliverables*

Deliverable	Total Hour	Status	Progress (%)	Comments
Total Hours				

Have the deliverables, budget or timeline listed in your Client-Supplier Agreement (CSA) changed?*

- Yes, I need to report an amendment
- No

What is the total amount invoiced by your service provider for this period (inclusive of HST)?*

I confirm that I am able to authorize this report, and have reviewed and agree with all information provided.



If Yes was selected for amendment question, then the following must be answered.

Please describe the changes.*

Note: If the budget, timeline or scope/deliverables listed in your Client-Supplier Agreement (CSA) are changing, please complete the CSA Amendment Form and attach with your Progress Report. You will find the CSA Amendment Form in your dashboard under OEX Documents.