



## Progress Report Template

PROJECT PROGRESS REPORT					
Period from --/--/---- to --/--/----					
Project Number		Project Title			
Start Date	--/--/----	End Date	--/--/----	Budget	
Project Manager					
Brief Description					
Prepared by				Date	
Approved by Regional Director or Chief of Department				Date	--/--/----

### Expected Results

Result	Key Performance Indicators	Target	% of achievement
1	1.a < enter indicator>		
	1.b < enter indicator>		
2	2.a < enter indicator>		
	2.b < enter indicator>		
3	3.a < enter indicator>		
	3.b < enter indicator>		



### Project Activities

Result	Activity Description	Status (*)	Expected Deadline	Explanations for Deviations from Work Plan
<b>1</b>	1.1 < enter activity >			
	1.2 < enter activity >			
	1.3 < enter activity >			
	...			
<b>2</b>	2.1 < enter activity >			
	2.2 < enter activity >			
	2.3 < enter activity >			
	...			
<b>3</b>	3.1 < enter activity >			
	3.2 < enter activity >			
	3.3 < enter activity >			
	...			

(\*) N = Not initiated / O = Ongoing / C = Closed

### Financial Status

Main Questions	Response	Explanations
Project cash contributions received as planned? <b>(Y/N/Not applicable)</b>		
The level of expenditure is at the expected level? <b>Percentage (%)</b>		
Any funds remaining unused? <b>Amount</b>		

**\*Quarterly Financial Situation attached.**



### Risk Management

Risk Description	Likelihood	Impact	Mitigation Action Achieved

New Risk Detected	Likelihood	Impact	Mitigation Action Planned

### Key challenges

Challenge	Action Taken

### Proposals

Proposal	Description