# Progress Report

## Project Details

**INSTRUCTIONS: Complete the following table with details of the project.**

|  |  |
| --- | --- |
| Project name | <Insert title of project> |
| Location | <Insert the country, region, district, etc. for the project> |
| Grant No. | <Insert donor grant number if applicable, or delete this row if not applicable> |
| Reporting period | <Insert the time period covered by the report, e.g. January – June 2014> |
| Report compiled by | <Insert the name of the person who prepared this report> |
| Date submitted | <Insert date> |

## Summary

**INSTRUCTIONS: Insert a one paragraph summary of progress during the reporting period that could be shared with the program’s stakeholders.**

<Insert text here>

## Activities & Outputs

**INSTRUCTIONS: Complete the following table for each activity in the project (see example below). Describe your progress with the activity and the outputs generated. Choose a status for each activity (achieved, in progress, challenges or not started).**

### *EXAMPLE: Police officer training on domestic violence cases*

|  |  |
| --- | --- |
| Status | In progress  |
| Objective | *To run 10 training courses that will improve the knowledge of 500 police officers on how to correctly handle cases of domestic violence based on the new laws.* |
| Activity dates | *Planned:* *10 – 25 March 2014 and 10-25 September 2014**Actual:* *15 – 30 April 2014 and 10-25 September 2014* |
| Progress | *This activity has now started after a one month delay. The delay was due to the Ministry of the Interior having difficulty releasing the police officers to attend training. Five of the ten planned training sessions have been run. There was good attendance and participation by most police officers, although the trainer did mention that a small number of officers were routinely absent during important sessions. The remaining five sessions are still scheduled for September.* |
| Outputs created | *250 police officers have completed the training course on violence against women. Their average score on the knowledge test increased from 35% before the training to 78% after the training.* |

### <Activity 1>

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| Objective | <Insert the objective of the activity> |
| Activity dates | *Planned:* <List the dates when you expected to run the activity>*Actual:* <List the dates when you actually ran the activity> |
| Progress | <Describe your progress with the activity in 1 paragraph> |
| Outputs created | <List the outputs that have been created from the activity> |

### <Activity 2>

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| Objective | <Insert the objective of the activity> |
| Activity dates | *Planned:* <List the dates when you expected to run the activity>*Actual:* <List the dates when you actually ran the activity> |
| Progress | <Describe your progress with the activity in 1 paragraph> |
| Outputs created | <List the outputs that have been created from the activity> |

### <Activity 3>

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| Objective | <Insert the objective of the activity> |
| Activity dates | *Planned:* <List the dates when you expected to run the activity>*Actual:* <List the dates when you actually ran the activity> |
| Progress | <Describe your progress with the activity in 1 paragraph> |
| Outputs created | <List the outputs that have been created from the activity> |

### <Activity 4>

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| Objective | <Insert the objective of the activity> |
| Activity dates | *Planned:* <List the dates when you expected to run the activity>*Actual:* <List the dates when you actually ran the activity> |
| Progress | <Describe your progress with the activity in 1 paragraph> |
| Outputs created | <List the outputs that have been created from the activity> |

## Results

**INSTRUCTIONS: Complete the following table with the latest results for your key indicators. Focus on outcome / goal indicators if possible, rather than activities and outputs which are already described in the previous section. Choose a status for each indicator (achieved, in progress, challenges or not started).**

| Indicator | Baseline | Target | Result as of <date> | Status |
| --- | --- | --- | --- | --- |
| *[EXAMPLE] Percentage of domestic violence cases where the police officer writes an official report* | *23%* | *95%* | *55%* | **In progress** |
| <Insert> | <Insert> | <Insert> | <Insert> | **Achieved** |
| <Insert> | <Insert> | <Insert> | <Insert> | **In progress** |
| <Insert> | <Insert> | <Insert> | <Insert> | **Challenges** |
| <Insert> | <Insert> | <Insert> | <Insert> | **Not started** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Partners & Stakeholders

**INSTRUCTIONS: Complete the following table describing your collaboration with each of the partners / stakeholders involved in the project.**

The following table summarises our relationship with key partners and stakeholders during the reporting period:

|  |  |
| --- | --- |
| Partner / Stakeholder | Relationship update |
| ***EXAMPLE******Ministry of the Interior*** | *Our relationship with the Ministry of the Interior is going well. They have been very supportive in making their police officers available for the domestic violence training. We are continuing to have quarterly meetings with their management team. However, we have had some difficulty with a small number of people refusing to attend these meetings because we are not providing any cash allowances. This issue has been raised with the senior management at the Ministry at they are looking into it.* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Challenges & Lessons Learned

**INSTRUCTIONS: Complete the table below with challenges that were encountered during the reporting period and the lesson learned. Include any solution that you plan to implement in the next reporting period.**

The following table summarises the challenges we have faced during the reporting period and the lessons learned / solutions for each challenge.

|  |  |
| --- | --- |
| Challenge | Lessons learned / solutions |
| ***EXAMPLE******Delay in domestic violence training due to police officers not being available to attend*** | *We have learnt that we need to give the Ministry of the Interior at least three months’ notice before the next training session (we only gave them one months’ notice for the first training session). If they have more time to prepare they should be able to re-arrange their staffing schedule so that police officers are available on the agreed training dates.* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Budget

**INSTRUCTIONS: Provide a summary of the expenditure during the reporting period compared to the original budget and expenditure to-date. Explain any discrepancies or changes to the budget.**

<Insert text here>

| Budget heading | Total budget allocated | Expenditure this reporting period  | Total expenditure to date |
| --- | --- | --- | --- |
| ***EXAMPLE: Project staff*** | *150,000 USD* | *25,000 USD* | *75,000 USD* |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |