# **Progress Report**

## Project Details

|  |  |  |
| --- | --- | --- |
| Project name |  |  |
| **Location** |  |  |
| **Grant**  |  |  |
| **Reporting period** |  |  |
| **Report compiled by** |  |  |
| **Date submitted** |  |  |

##

## Summary

**Short summary of progress that could be shared with the stakeholders.**

## Activities & Outputs

***Activity 1***

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| **Objective** |  |
| **Activity dates** | *Planned:* *Actual:* |
| **Progress** |  |
| **Outputs created** |  |

***Activity 2***

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| **Objective** |  |
| **Activity dates** | *Planned:* *Actual:* |
| **Progress** |  |
| **Outputs created** |  |

***Activity 3***

|  |  |
| --- | --- |
| Status | Achieved In progress Challenges Not started |
| **Objective** |  |
| **Activity dates** | *Planned:* *Actual:* |
| **Progress** |  |
| **Outputs created** |  |

## Results

| Key Indicator | Baseline | Target | Result as of <date> | Status |
| --- | --- | --- | --- | --- |
| *Describe* | *%* | *%* | *%* | **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

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

|  |  |
| --- | --- |
| Partner / Stakeholder | Relationship update |
| *Name* | *Explain how relationship with a partner/stakeholder is going. Issues, progress, solutions.* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Challenges & Lessons Learned

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 |
| ***Describe challenge*** | *Describe solutions and lessons learned* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Budget

**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.**

| Budget heading | Total budget allocated | Expenditure this reporting period  | Total expenditure to date |
| --- | --- | --- | --- |
|  |  *USD* |  *USD* |  *USD* |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
| <Insert> | <Insert> | <Insert> | <Insert> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

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