

# WWF Technical Progress Report (TPR) Format

(TPR to be submitted every 6 months)

This template is to be used when reviewing and reporting on the progress of projects/programmes funded by WWF. In this context, a project is defined as a set of actions undertaken by any group – including managers, researcher, community members, and any other stakeholders – to achieve defined goals and objectives. A programme is a set of projects that together address a given theme or strive towards a broad, over-arching goal. The template is designed to comply with the concepts and terminology present in the WWF Standards of Project and Programme Management. In line with these standards, project/programme leaders are expected to analyse their progress regularly, write their analysis down, and use the analysis for the benefit of the project and of WWF's learning objectives. This supports adaptive management, impact assessment, and generating and sharing knowledge.

The report should be compiled from regular monitoring information and after an analysis of project progress that should be undertaken with the involvement of project team members (which could include project stakeholders or external WWF members). Because of the importance of associating closely the operational side of a project with the programme side (e.g. budgets to enable activities), it is strongly recommended to include operational team members at all stages of your project including in developing reports. The analysis carried out for the end of year report is expected to be more comprehensive and thorough than for the mid year report.

There are two parts:

- Part 1, the General Narrative Report (required every 6 months: mid year (Jan. 31) and end of year (July 31); and
- Part 2, the Monitoring Report (required at year end (July 31)).

Part 1 requires the project team to review and share key information relating to the project/programme. It meets multiple needs, including the communication of successes, progress, issues and changes to plan.

Part 2 requires the project team to systematically review and share progress against the planned Goals, Objectives, Activities (Outputs), and their associated indicators. This should help the team to assess the impact of their work, and to take the right adaptive action based on what proves to be most effective.

Note that the end of year report is for the whole financial year (the previous 12 months rather than the previous 6 months). The end of year report may include an update of the information provided in the mid year report.

If you are reporting on behalf of a programme that consists of a number of closely related (sub) projects, it is recommended to consolidate your reporting into one TPR.

You are reminded to upload each technical report onto the project database within 4 weeks of the reporting period; and also to update other project information every 6 months e.g. financial summary, key contacts. In addition, we recommend that you make use of available financial information (e.g. from Quarter 3 (Q3 financial reports) to help complete your year end technical report.

# Sample Technical Progress Report

**Liying Dong**



## **Sample Technical Progress Report:**

## Whispering the Techniques of Language: An Mental Quest through **Sample Technical Progress Report**

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