



Activity Progress Report: [Activity Name]

Progress reports should contain concise, summarised information that includes key facts and the necessary analysis and conclusions to meet the core information needs of the report's audience.

The implementing agency is responsible for ensuring progress reports are completed according to the monitoring and evaluation work plan and/or activity contract. Depending on the activity, the implementing agency may complete the report themselves, information may be compiled from different partners contributing to the activity, or a contracted project manager may complete the report (e.g. the PMU).
[Please delete guidance text before submission]

Summary

Activity Information

Activity Title	
NSDP Goal	
Intended Outcomes	

Funding Information

Start and End Date	
Total Cost	
Reporting Period	

Progress Report Preparation

Prepared by	
Others involved or consulted	
Date of Report	

Key Conclusions and Necessary Actions

Key conclusions of the reporting period and actions to be taken moving forward. Include an update on previous recommendations or decisions made and how these have been progressed/remedied over the reporting period.

Review of Progress to Date

Progress against agreed work plan (and budget, if work plan is not costed). Provide a brief narrative summary of progress against the agreed work plan for the reporting period here, including planned and actual use of resources. Attach an annotated version of the original work plan to clearly indicate the extent to which outputs and expenditure are on track and explanation of any variances. See example in

Sample Assembly Progress Report

Kathleen Armour



Sample Assembly Progress Report:

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