# Progress Report

[Please add project name here]

## Project duration

[From month/year to month/year]

## period covered by this report

First eight months/Full year 20xx.

## Main findings, lessons learned and results to Date

[add text here]

## Activities and deliverables

[add text here]

|  |  |  |  |
| --- | --- | --- | --- |
| Activity/deliverable  **According to project plan** | Description | Date or period | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity/deliverable **Further activities** | Description | Date or period | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## development of Partnership, organising and funding

[add text here]

**Project group (and other people involved in the project) [update if necessary, otherwise leave blank]**

|  |  |  |  |
| --- | --- | --- | --- |
| Project role | Name | Home organisation | Total hours/cost |
| Project Leader |  |  |  |
| Project Leader |  |  |  |
| Project Member |  |  |  |
| … |  |  |  |

[Please enclose updated budget, if necessary]