

Activity Progress Report: [Activity Name]

This template is for use by implementing partners.

Activity implementers will have access to a large volume of detailed information on all aspects of Activity implementation. It is essential that Activity progress reports contain only a small fraction of this information – key facts, the necessary analysis and conclusions – to meet the core information needs of the report’s audience.

Written progress reports must be highly disciplined, providing well-structured, thoroughly processed and summarised information and analysis. This is typically presented in an exception basis in relation to the relevant annual work plan, the Activity Design Document or some other reference document.

Summary

Activity information

Activity Title	
Goal	
Intended outcomes	

Contract or grant information

Start and end dates	
Total cost	
Reporting period	

Progress report preparation

Prepared by	
Others involved or consulted	
Date of report	

Key Conclusions and Necessary Actions

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 workplan (and budget, if workplan is not costed)

Provide a brief narrative summary of progress against the agreed workplan for the reporting period here, including planned and actual use of resources. Attach an annotated version of the original workplan to clearly indicate the extent to which outputs and expenditure are on track and explanation of any variances. See example in Appendix A (or Excel document #2559430). Where expenditure is less than forecast, provide an updated expenditure forecast which confirms whether savings to date are permanent or temporary and describe the impact on timing of completion of the contract. Where expenditure is more than forecast, provide details of why, impact on the total cost of the outputs and impact on the contract.

Progress against Results Measurement Table

Provide a brief narrative summary of results against the Results Measurement Table here. Attach an annotated version of the original Results Measurement Table (or equivalent) which provides data against planned indicators and targets (an example is attached at Appendix B).

Changes to Activity Context in the Reporting Period

Briefly describe changes to the operating environment or context, and include discussion of the implications, including for Activity effectiveness or for any necessary changes to scope or approach.

Relationship between Partners, Beneficiaries and Other Stakeholders

Comment on any changes, problems or important features of (a) relationships with key stakeholders, and (b) contributions by partners and sub-contractors.

Updates to Key Activity Management Documents

Activity Results Framework

Briefly summarise any proposed changes to the Activity Results Framework. Attach an updated version of the Results Framework as proposed, if necessary.

Costed workplan

Where relevant, attach a costed workplan for the subsequent period. Describe any implications for, or changes to, the Activity's overall costed workplan and/or budget.

Risk management matrix

Describe any key risks that have emerged during the reporting period and how they have been mitigated. Attach an updated version of the risk management matrix where necessary.

Governance and management arrangements

Describe any necessary changes to the governance and management arrangements between NZ, partners, contractors and other donors.

Transition or Exit Planning

Describe any issues that are likely to affect the sustainability of Activity outcomes beyond the funding period and key steps / preparations to address these.

Authorisation

I declare that the information contained in this report is true and correct and confirm:

- MFAT Funds were received and used only for the agreed purpose(s); and
- All conditions attached to MFAT's Funding have been met; and
- MFAT Funds have been fully utilised for the intended purpose, OR
- There are unspent Funds and I understand that MFAT may deduct this amount from the next tranche payment of Funds OR a cheque is attached returning these Funds to MFAT.

Full Name (in block capitals)

Title / Position (e.g. CEO)

Signature

Date

Appendices

(Delete those not relevant)

This report includes the following appendices:

- Appendix A: Progress Against Agreed Workplan and Budget (table)
- Appendix B: Progress against Results Framework (table)
- Revised Activity Results Framework
- Costed workplan for subsequent period
- Updated risk management matrix

Appendix A: Progress Against the Agreed Workplan and Budget

Output	Planned Expenditure	Actual Expenditure	Variance	Reason for Variance
Output 0. Non-output specific costs / Management costs				
Output 1. Description				
1.1 Description				
1.2 Description				
1.3 Description				
1.4 Description				
Output 2. Description				
2.1 Description				
2.2 Description				
2.3 Description				
2.4 Description				
Output 3. Description				
3.1 Description				
3.2 Description				
3.3 Description				
3.4 Description				
Output 4. Description				
4.1 Description				
4.2 Description				
4.3 Description				
4.4 Description				
TOTALS				

Appendix B: Progress Against Results Framework

This table shows progress of the Activity against the intended outcomes and outputs defined in the Results Framework.

Note: Planned and actual indicators and targets should be sex-disaggregated where possible.

<i>From agreed Results Measurement Table in the Activity Design Document</i>				<i>Data up to and including this reporting period</i>	
Outcomes and outputs	Planned indicators	Planned targets	Planned methodology and data sources	Actual measurement against targets (using indicators)	Actual methodology and data sources
Long-term outcome					
Medium-term outcome					
Short-term outcome					
Output 1					
Output 2					
Output 3					
Output 4					
etc					