

**Title of Project**  
**January - December, 2014**

*(Always use Times New Roman font, size 12, with no Header or Footer.)*

**Budget:**

**Project Duration:**

**Project Coordinator:**

**Key Implementing Unit:**

**Objectives of the Project:** Limit this to one paragraph, and link to the Strategic Plan.

**Brief Description of the Project:** Limit this to two paragraphs.

**Expected Outcomes of the Project:** Limit this to one to two paragraphs.

**1. Summary of Progress**

One paragraph that summarises progress made during the year.

**2. Project Description and Effectiveness**

*2.1 Objectives for the Year:*

Two paragraphs describing the major objectives of the year.

*2.2 Result Areas:*

Two to three paragraphs describing key results and outputs for the year.

*2.3 Key Outcomes:*

Two to three paragraphs summarising progress toward outcomes.

**3. Project Management**

*3.1* Briefly describe any changes to the implementation plan/timeline, and any other management issues.

**4. Financial Expenditure**

*4.1* Indicate what funds have been expensed in the year. If this differs from planned expenditure, explain in two paragraphs why this is the case.

*Please use the following simple format:*

<b>Project Allocation: F\$</b>									
Activity	1 <sup>st</sup> Qtr Planned	1 <sup>st</sup> Qtr Exp	2 <sup>nd</sup> Qtr Planned	2 <sup>nd</sup> Qtr Exp	3 <sup>rd</sup> Qtr Planned	3 <sup>rd</sup> Qtr Exp	4 <sup>th</sup> Qtr Planned	4 <sup>th</sup> Qtr Exp	Year Total

Include a financial report showing income and expenditures against budgeted project activities. This should be duly signed by authorised Finance Officer and Project Coordinator/line SMT.

**5. Outlook for Next Year**

5.1 *Describe the main activities for next year. Highlight how you will address any concerns which arose in the half being reported on, and also touch on cross-cutting issues.*

*Include the work plan for next year.*

**6. Other supporting documents**

6.1 *Attach photographs or any printed outputs for the use of the donor and the Development, Marketing, and Communications Office.*