

Title of Project
January-June, 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 first/second six months.

2. Project Description and Effectiveness

2.1 Objectives for the first/second six months:

Two paragraphs describing the major objectives of the first/second six months.

2.2 Result Areas:

Two to three paragraphs describing key results and outputs for the first/second six months.

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 first/second six months. If this differs from planned expenditure, explain in two paragraphs why this is the case.

Please use the following simple format:

Project Allocation: F\$									
Activity	1 st Qtr Planned	1 st Qtr Exp	2 nd Qtr Planned	2 nd Qtr Exp	3 rd Qtr Planned	3 rd Qtr Exp	4 th Qtr Planned	4 th Qtr Exp	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 Six Months

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

Include the workplan for next six months.

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.*