

**Progress report template**

**Project name: Date:**

**Reporting period:**

We know that projects don’t happen in isolation, has anything interesting happened in your school, community or wider context which may have had an impact on your project?

What has happened so far? Summarise the practical steps you have taken during this period in your project. (maximum 200 words)

Tell us about progress against each of your outcomes:

**1.** **First key outcome:**

Evidence of progress so far. (maximum 75 words)

What has not gone to plan? (maximum 75 words)

What changes have you made as a result of what you’ve learned? (maximum 75 words)

**2.**  **Second key outcome (optional):**

Evidence of progress so far. (maximum 75 words)

What has not gone to plan? (maximum 75 words)

What changes have you made as a result of what you’ve learned? (maximum 75 words)

**3.** **Third key outcome (optional):**

Evidence of progress so far. (maximum 75 words)

What has not gone to plan? (maximum 75 words)

What changes have you made as a result of what you’ve learned? (maximum 75 words)

**Unexpected outcomes**

Tell us about anything that has happened as a result of your project which you weren’t expecting.

**Is there anything else you want to tell us?**

**Budget**

Please provide an update on your project spend to date using the table below, indicating the amount of spend so far against each budget line.

Progress report project budget summary

|  |  |  |
| --- | --- | --- |
| Budget categories | Amount bid for | Amount spent to date |
| Staff |  |  |
| Staff & travel costs |  |  |
| Development costs |  |  |
| Communications |  |  |
| Other |  |  |
| **Totals** |  |  |

Name of Project lead…………………………………………………

Signature…………………………………………………

Date………………………………………………………