

AFRICAN GREEN STIMULUS PROGRAMME REPORTING TEMPLATE

PROJECT STATUS REPORT

| | | | |
|--------------------------|--|---------------------------------|--|
| Reporting period: |/...../...../ to/...../..... | Project/programme title: | |
| Date of report: |/...../..... | Project manager: | |
| Report author: | | Project Sponsor: | |

EXECUTIVE SUMMARY

<Provide a succinct summary of the project its status and overall progress. >

PROJECT MILESTONES

| Project Milestones | Status | Baseline Completion Date | Expected Completion Date | Issues Exist (Yes/No) |
|---------------------------------------|--------|--------------------------|--------------------------|-----------------------|
| <i><Project Milestone name></i> | | | | |
| <i><Project Milestone name></i> | | | | |
| <i><Project Milestone name></i> | | | | |
| <i><Project Milestone name></i> | | | | |

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STATUS OF PLANNED ACTIVITIES

Planned accomplishments in this period:

- < Insert bullet list of accomplishments >

Planned actions for the next period:

- < Insert bullet list actions for the next period >

ADDITIONAL INFORMATION (OPTIONAL)

Provide any additional information on the project status, next steps, challenges etc. Where there are several issues the table below may help

| <i>Issue Description</i> | <i>Milestone, Schedule Scope, Resources</i> | <i>Challenges (if any)</i> | <i>Action Steps</i> |
|--------------------------|---|----------------------------|---------------------|
|--------------------------|---|----------------------------|---------------------|

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| <i><Description of the issue></i> | <i><Impact of the issue on time, cost quality etc></i> | <i><Type of challenges experienced></i> | <i><actions that will be taken></i> |
|---|--|---|---|
| | | | |
| | | | |