Project title

Progress/Final Report

Author

Date

Foreword

If the report is to be published widely, it may benefit from a foreword written by the relevant committee Chair(s), Chief Executive or other relevant sponsor.

Very simple and clear message or context they want the readers of the report to remember and take with them.

…………………………………….

Name

Position

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| Key topics of what happened in the project | X |
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| Networking, alignment, linkages, sustainability | | Who and how you’ve made your project sustainable | X |
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Executive Summary

High level summary of project background, objectives, progress, outcomes and recommendations/next steps (2 pages maximum)

Project Actions [title appropriate to what happened in the project]

Key topics of what happened in the project

Summary description relevant to this topic area

Key topics of what happened in the project

Summary description relevant to this topic area

Key topics of what happened in the project

Summary description relevant to this topic area

Evaluation

Brief summary of the evaluation framework and objectives

Specific evaluation item #1

Description, outcomes, data

Specific evaluation item #2

Description, outcomes, data

Specific evaluation item #3

Description, outcomes, data

Networking, alignment, linkages, sustainability

Overall summary of how this project has built its sustainability

Who and how you’ve made your project sustainable

Specific examples of who you’ve engaged with and what you’ve done to build sustainability

Who and how you’ve made your project sustainable

Specific examples of who you’ve engaged with and what you’ve done to build sustainability

Who and how you’ve made your project sustainable

Specific examples of who you’ve engaged with and what you’ve done to build sustainability

Recommendations/Steps

Concluding summary of the project status

* List of recommendations/next steps.
* List of recommendations/next steps.
* List of recommendations/next steps.

Appendices

|  |  |  |
| --- | --- | --- |
| Appendix | Item | Page |
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