Activity Progress Report: [Activity Name]

# Summary

### Activity information

|  |  |
| --- | --- |
| Activity Title |  |
| Goal |  |
| Intended outcomes |  |

### Contract or grant information

|  |  |
| --- | --- |
| Start and end dates |  |
| Total cost |  |
| Reporting period |  |

### Progress report preparation

|  |  |
| --- | --- |
| Prepared by |  |
| Others involved or consulted |  |
| Date of report |  |

# Review of Progress to Date

#### Progress against agreed workplan (and budget, if workplan is not costed)

Provide a brief narrative summary of progress against the agreed workplan for the reporting period here, including planned and actual use of resources.

Provide a brief narrative summary of results against the Results Measurement Table here. Attach an annotated version of the original Results Measurement Table (or equivalent) which provides data against planned indicators and targets (an example is attached at Appendix B).

#### Other major events and developments

Provide a brief narrative summary of any other major events or developments that are relevant to the Activity.

[two or so non H&S examples]

Have any health and safety incidents occurred)?

# Changes to Activity Context in the Reporting Period

Briefly describe changes to the operating environment or context, and include discussion of the implications, including for Activity effectiveness or for any necessary changes to scope or approach.

# Authorisation

I declare that the information contained in this report is true and correct and confirm:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Full Name (in block capitals)* |  | *Title / Position (e.g. CEO)* |
|  |  |  |
| *Signature* |  | *Date* |

# Progress Against the Agreed Planning Stages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output** | **Planned Expenditure** | **Actual Expenditure** | **Variance** | **Reason for Variance** |
|
|
| **Output 0. Non-output specific costs / Management costs** |  |  |  |  |
|  |  |  |  |  |
| **Output 1. Description** |  |  |  |  |
| 1.1 Description |  |  |  |  |
| 1.2 Description |  |  |  |  |
| 1.3 Description |  |  |  |  |
| 1.4 Description |  |  |  |  |
| **Output 2. Description** |  |  |  |  |
| 2.1 Description |  |  |  |  |
| 2.2 Description |  |  |  |  |
| 2.3 Description |  |  |  |  |
| 2.4 Description |  |  |  |  |
| **Output 3. Description** |  |  |  |  |
| 3.1 Description |  |  |  |  |
| 3.2 Description |  |  |  |  |
| 3.3 Description |  |  |  |  |
| 3.4 Description |  |  |  |  |
| **Output 4. Description** |  |  |  |  |
| 4.1 Description |  |  |  |  |
| 4.2 Description |  |  |  |  |
| 4.3 Description |  |  |  |  |
| 4.4 Description |  |  |  |  |
| **TOTALS** |  |  |  |  |