# Technical Update Report

Please complete all sections of the report.This form must be completed in English.

# Section A: Project Summary Details

|  |  |
| --- | --- |
| **1.1 Project title** | **Click here to enter text.** |
| **1.2 Grant Duration** | **Click here to enter text.** |
| **1.3 Period Covered by Report** | **Click here to enter text.** |
| **1.4 Report Author**  **(Name & Title)** | **Click here to enter text.** |
| **1.5 Date of Submission** | **Click here to enter text.** |

## Section B: Progress Update

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| **2.1 Narrative Summary of Progress**  *(Project summary/update of key activities implemented, deliverables produced, milestones achieved and related outputs. Provide explanation of how deliverables or milestones were achieved. Please structure the narrative using the agreed activity outputs and milestones).* | | |
| **Click here to enter text.** | | |
| **2.2 Variances**  *(List the project activity or delivery changes/variances/issues (and highlighting when the result in Budget variances) that have occurred during the reporting period, including an explanation for the change and the impact of the change.– \*even if they have already been raised and approved with the P4F team by email/phone etc.\*)*  ***NB****: When noting the Impact – remember to consider the original PCN and whether the change effects (a) the additionality argument, (b) how, when or by whom the approved activities will be implemented or how much certain activities will cost, (c) how much of or when the grant funds or match funding will be disbursed/provided, (d) the risk profile, (e) the expected impact, outcomes or theory of change, (f) the expected deliverables* | | |
| **Change** | **Rationale / Explanation** | **Impact** |
| **Click here to enter text.** |  |  |
|  |  |  |
| **2.3 Lessons Learnt**  *(Share lessons learnt from reporting period that could guide project implementation)* | | |
| **Click here to enter text.** | | |

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| **2.4** **Grant Milestones**  *(Update on grant milestones reached with evidence of deliverables)* | | | | |
| ID | Title | Target Completion Date | Actual Completion Date | Evidence/ Deliverable  *(attach evidence)* |
| 1 | <Add from Agreement> | <date> | <date> |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.5** **Risks**  *(Please detail any changes to previously identified risks or detail any newly identified risks)* | | | | | | |
| **Description**  *(Add more as needed)* | | **Risk Type**  *(Operational, Delivery, Safeguarding, Fiduciary, Reputational)* | **Likelihood of Occurring**  *(Unlikely, Possible, Likely, Almost Certain)* | **Potential Impact**  *(Minor, Moderate, Major, Severe)* | **Mitigation plan**  *(what is being done to reduce/mitigate the risk)* | **Contingency plan**  *(what will be done if the risk occurs)* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

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| **2.6 Plan for next reporting period and the remainder of the period of P4F support**  *(Summarise activities planned for next reporting period and the remainder of the period of P4F support with expected outputs and budget. Provide detail of how future deliverables or milestones will be achieved. Please structure the narrative using the agreed activity outputs and milestones. Please also attach an updated workplan )* |
| **Click here to enter text.** |

## Section C: Internal – Response or Action Required

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| **3.** **Response or Action Required – to be filled in my P4F Regional Team** |
| *(List any project activity, delivery or budgetary changes/variances/issues that have occurred during the reporting period and decisions made/actions taken)* |