|  |  |
| --- | --- |
| A picture containing text, clipart  Description automatically generated  **REVOLUTIONARY GOVERNMENT OF ZANZIBAR** | |
|  | |
| [**INSERT NAME OF THE MINISTRY**]    <<**INSERT INSTITUTIONS/DEPARTMENT LOGO**>>  [**INSERT NAME OF THE INSTITUTION/DEPARTMENT**] | |
|  | |
| Title: Progress Report for [**INSERT TITLE OF PROJECT**] | |
| Date of first submission/ version number: | *[YYYY-MM-DD] [V.0]* |
| Date of current submission/ version number: | *[YYYY-MM-DD] [V.0]* |

# **Progress Report**

## Project Details

|  |  |
| --- | --- |
| Project name |  |
| Project Manager |  |
| Reporting period |  |
| Date submitted |  |
| Project due Date |  |

## Summary

Short summary of Project’s progress that could be shared with the stakeholders.

## Activities & Outputs

Complete the following table according to the activity in your project. Describe your progress with the activity and the outputs generated. Select a status for each activity (achieved, in progress, challenges or not started).

**Activity 1**

|  |  |  |
| --- | --- | --- |
| Status | Achieved In progress Challenges Not started | |
| Objective |  | |
| Activity dates | Planned: |  |
| Actual: |  |
| Progress |  | |
| Outputs created |  | |

**Activity 2**

|  |  |  |
| --- | --- | --- |
| Status | Achieved In progress Challenges Not started | |
| Objective |  | |
| Activity dates | Planned: |  |
| Actual: |  |
| Progress |  | |
| Outputs created |  | |

**Activity 3**

|  |  |  |
| --- | --- | --- |
| Status | Achieved In progress Challenges Not started | |
| Objective |  | |
| Activity dates | Planned: |  |
| Actual: |  |
| Progress |  | |
| Outputs created |  | |

**Activity 4**

|  |  |  |
| --- | --- | --- |
| Status | Achieved In progress Challenges Not started | |
| Objective |  | |
| Activity dates | Planned: |  |
| Actual: |  |
| Progress |  | |
| Outputs created |  | |

## Results

|  | Key Indicator | Baseline | Target | Result of reporting date | Status |
| --- | --- | --- | --- | --- | --- |
| Activity 1 |  |  |  |  |  |
|  |  |  |  |  |
| Activity 2 |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |
|  |  |  |  |  |  |

## Approval Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared By | |  | Approved By |  | |
| **Designation** | |  | **Designation** |  | |
| **signature** | |  | **signature** |  | |
| **Date** | |  | **Date** |  | |
|  | |  |  |  | |
| For Office Use Only | | | | | |
| **Approval** | **Name** | | **Job Title** | | Signature |
| **Approved By** |  | |  | |  |