|  |
| --- |
| 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** |  |  |  |