**Work Package Monthly Report**

|  |  |  |
| --- | --- | --- |
| **Title and reference number of the work package (WP)** |  | |
| **WPL:** | **Reporting period:** | **Completion date:** |

**Activities carried out since last report to date:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No\*** | **Task Description** | **Start date** | **Due date** | **Place/ Partners involved** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** | **Implementing status (done,**  **partially–? [%])** |
|
| Task x.x |  |  |  |  |  |  |  |
| Sub Task x.x.y |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*If a task contains several activities, please divide it to subtasks and report the progress of both the task and its subtasks.

**Corrective Actions \*\***

|  |  |  |
| --- | --- | --- |
| **Task No\*** | **Task Description** | **Details** |
|
| Task x.x |  |  |
| Sub Task x.x.y |  |  |
|  |  |  |

\*If a task contains several activities, please divide it to subtasks and report the progress of both the task and its subtasks.

\*\*Only when corrective actions are needed.

**Activities to be carried out for the next month:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No** | **Task Description** | **Start date** | **Due date** | **Place/ Partners involved** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** | **Implementing status (done,**  **partially–? [%])** |
|
| Task x.x |  |  |  |  |  |  |  |
| Sub Task x.x.y |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*If a task contains several activities, please divide it to subtasks and report the progress of both the task and its subtasks.

**Complete Activities to date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task No\*\*** | **Task Description** | **Start date** | **Due date** | **Place/ Partners involved** | **Description of the activity carried out** | **Specific and measurable indicators of achievement** |
|
| Task x.x |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\*\* For a completed task containing subtasks, please report only the task.**

**Progress of Deliverables**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable No** | **Deliverable Description** | **Status**  **(Y/N)** | | | |
|  |  | **Prepare** | **Submit to QCMB** | **Submit to PEC** | **Officially Complete** |
|  |  |  |  |  |  |

**Indicators**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicator of achievement and or/performance as indicated in the project proposal** | **Target** | **Sources of information on indicators** | **Measured Results** | **Measured Date** | **Observation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Changes that have occurred in this result since the original proposal:**

|  |
| --- |
|  |