**Work Package Monthly Report**

|  |  |
| --- | --- |
| **SECTION A****Table 1- General data** |  |
| **Title and reference number of the work package (WP)** |  |
| **WPL:** | **Reporting period:**  | **Completion date:**  |

**Table 2 - 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–?)**  | **Nonconformity****YES/NO** |
| 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.

**Table 3 - 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.

**SECTION B**

**Table 4. 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** |
|
| 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.

**SECTION C**

**Table 5. 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.**

**Table 6. Progress of Deliverables**

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

**Table 7. Indicators**

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

**Table 8. Changes that have occurred in this result since the original proposal**

|  |  |
| --- | --- |
| Change date | Change details |
|  |  |