Reporting Template for   
Service Providers & Contractors

The Service Provider/Contractor shall include at least the points covered in the following template in its reporting to Fondation Botnar – or make direct use of the format below:

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| --- | --- | --- | --- | --- | --- |
| **Project Reporting – Progress Report** | | | | | |
| Assignment Name |  | | Agreement date |  | |
| Reporting Frequency | *[Weekly/Bi-weekly/Monthly/ Quarterly/by Deliverable/other]* | | Overall Project Status | *[keep one]* | |
| Reporting Period Start Date | [DD/MM/YYYY] | | Budget Status | *[keep one]* | |
| Reporting Period  End Date | [DD/MM/YYYY] | | Budget Remaining | [XX] % | |
| 1. **Project Status** | | | | | |
| *[Explain the overall project status – why it is red, amber or green]* | | | | | |
| 1. **Current Progress to Date** | | | | | |
| Deliverables | | Due Date | Degree of Completion | | Status |
| [Name of Deliverable #1] | | [DD/MM/YYYY] |  | | *[keep one]* |
| *[Provide short update on progress and closed activities since last report]* | | | | | |
| [Name of Deliverable #2] | | [DD/MM/YYYY] |  | | *[keep one]* |
| *[Provide short update on progress and closed activities since last report]* | | | | | |
| 1. **Planned Activities / Next steps** | | | | | |
| [Name of open Deliverable] | | | | | |
| *[Briefly describe planned activities and next steps for the upcoming reporting period]* | | | | | |
| [Name of open Deliverable] | | | | | |
| *[Briefly describe planned activities and next steps for the upcoming reporting period]* | | | | | |
| 1. **Escalation of Issues requiring Decisions / Changes Request** | | | | | |
| *[If relevant, highlight any issues which require a decision/change request to be dealt with by Fondation Botnar. Indicate key stakeholders/persons involved and by when the issue needs to be resolved.* | | | | | |
| 1. **Key Issues & Risks** | | | | | |
| Issues | | | | | |
| *[Highlight any issues that do not require escalation. Include details on monitoring and/or action plan as well as ana relevant timelines.]* | | | | | |
| Risks | | | | | |
| *[Highlight any risks that do not require escalation. Include details on monitoring and/or action plan as well as ana relevant timelines.]* | | | | | |