

## 1. Progress Report

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Report Number:

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<b>Dates</b> <i>Six month term</i>	<b>Planned Expenditure</b>
<b>Milestones</b>	<b>Outputs</b>
Milestone 1 (prefilled)	Output 1 (prefilled)
Milestone 2 (prefilled)	Output 2 (prefilled)
Milestone 3 (prefilled)	Output 3 (prefilled)
Milestone 4 (prefilled)	Output 4 (prefilled)
Milestone 5 (prefilled)	Output 5 (prefilled)

What you achieved in comparison to the above:

<b>Actual Expenditure</b>	
<b>Milestones</b>	<b>Outputs</b>


Please explain any variations between milestones set, and milestones achieved:

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Please explain any significant variances in the achievement of outputs, and action to be taken (if relevant):

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Please explain any significant variances in the planned expenditure, and any remedial actions to be taken (if relevant):

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Is this an end of year report?

- Yes
- No

EXAMPLE