Progress report template

PART 1: Basic Information

|  |  |
| --- | --- |
| Name of Partner Organisation |  |
| Name of project |  |
| Project number |  |
| Contact Information |  |
| Year |  |
| Project objectives |  |
| Process of writing the report |  |

PART 2: Understanding change and contribution to change

**2.1 Narrative**

**2.2 Context**

**2.3 Outcomes, contribution, and significance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcomes, contribution and significance** | | | |
| **Outcome Story Title** | **Description (Who did what, how, when, and with whom DIFFERENTLY?)** | **Contribution from SweFOR’s partner organisation and the project** | **Significance to partner organisation (Why was this outcome important to you?)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.4 Contributing to societal change and objectives**

**2.5 Cross-cutting perspectives**

**2.6 Risk**

**2.7 Activities/Outputs**

**2.8 Reflections**

**PART 3: Responding to change: Adaptive Management**

**3.1 Budget and activities**

**3.2 Monitoring and learning**

**3.3 Cooperation**

**3.4 Partnership with SweFOR**

**PART 4: Organisation**

**4.1 Anti-corruption**

**4.2 Organisational development**

**PART 5: Stories from the target group**

**5.1 Stories from the target group**

**Signatures**

Place and date: Place and date:

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Name and position (in print): Name and position (in print):