FONDATION
BOTNAR

2024

Reporting Template

FOR SERVICE PROVIDERS & CONTRACTORS

FONDATION BOTNAR

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:

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]

2. 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]			

3. 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]

4. Escalation of Issues requiring Decisions / Changes Request

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[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.
5. Key Issues & Risks
Issues
[Highlight any issues that do not require escalation. Include details on monitoring and/or action plan as well as any relevant timelines.]
Risks
[Highlight any risks that do not require escalation. Include details on monitoring and/or action plan as well as any relevant timelines.]