**PROGRESS REPORT**

Please complete and return this progress report at the intervals agreed with the HSCB/PHA. Also complete appendix 1 financial monitoring form (in Excel). Both completed reports should be sent to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Report for period**From \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Section 1 – Project Contact Details

|  |  |
| --- | --- |
| **Organisation’s Name** |  |
| **Project Title** |  |
| **Address** |  |
| **Telephone & email contact details** |  |

## Section 2 – Actual Expenditure against Allocation

|  |  |
| --- | --- |
| **Amount of financial allocation from PHA to the project** |  |
| **Total amount of expenditure to date** |  |

**Section 3 – Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **3a** | The project: | a) is now complete |  |
|  |  |  |  |
|  |  | b) is proceeding approximately according to plan |  |
|  |  |  |  |
|  |  | c) is proceeding behind schedule |  |
|  |  |  |  |
|  |  | d) is proceeding ahead of schedule |  |
|  |  |  |  |
|  |  | e) is being abandoned |  |

**3b – Please give an update on all the work carried out during the reporting period and provide details if you have ticked any of the boxes c) to e) above. If there are problems with the project please provide details, stating the actions that are being put in place to overcome the difficulties.**

|  |
| --- |
|  |

**3c - Please report on the number and provide details on any complaints received about the project**

**3d – What has been the progress to date against each of your performance indicators as outlined in your Service and Budget Agreement? If activity against a particular indicator has varied, please outline why in the Variation column.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERFORMANCE INDICATOR / TARGET** | **Activity in current monitoring period** | **Cumulative PROGRESS TO DATE** | **VARIATION** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3e – Please highlight any unexpected benefits which have arisen from the project**

|  |
| --- |
|  |

## Section 4 –Evaluation of Performance

The following further monitoring information should be included in the bi-annual or annual qualitative/evaluation report of the project:

* how and where in the project you have involved users;
* the difference in providing this service has made to services users, other staff, families of users etc;
* details of how the project addressed TSN, Equality (Section 75) and Human Rights. Please provide details of how this information was captured;

Thank you for completing this progress return. For advice or information on completionplease contact [X].

