

Project report to the Annual Review¹

[Use one form for each project]

Project title: Project number: Project period:	Report date: Drafted by:
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	As per contract ²	Achieved ³	Deviations from plan ⁴	Corrective Actions ⁵	Lessons Learnt ⁶
Immediate Objective(s)⁷ (as per LFA matrix)					
Outputs⁸ (as per LFA matrix)					
Fund utilization (as per budget status report)					

¹ The form must be filled out by the responsible project manager and submitted to the programme manager/country director before the Annual Review, which will consider the filled-in form under its *Project portfolio review* agenda item. If the project is substantive and complex, the information should preferably come out of an internal 'mini annual review'.

² Paste from the LFA matrix that is agreed by the donor.

³ At the time of the AR

⁴ The difference between what is achieved at the time of the AR, and what was planned to be achieved by the time of the AR. If there is no difference, write **No**.

⁵ If the deviation is significant, the actions to rectify the situation must be indicated.

⁶ Important lessons, positive or negative, must be briefly stated, so that they can be fed into the AR and, possibly, the meta-evaluation considered by the Annual Meeting of DRC country directors.

⁷ Information regarding the achievement of Immediate Objectives can only be submitted if outcome data is available at the time of reporting; nevertheless there may be already lessons at this stage.

⁸ Information regarding the delivery of Outputs must be submitted!

Project report to the Annual Programme Review - DUMMY EXAMPLE

Project title: Primary education for conflict-affected children in Bounty district Project number: 509-123 Project period: 1.7.2009-31.12.2010				Report date: 9.9.2010 Drafted by: NB	
	As per contract	Achieved	Deviations from plan	Corrective Actions	Lessons Learnt
Immediate Objective(s) (as per LFA matrix)	400 conflict-affected children in Bounty district attend regular primary school	Facilities and materials ready for 160 conflict-affected children in Bounty district	Ministry of Education has not employed the additional teachers required	CD is meeting dep.min.ed. and lbis has agreed to assist teacher training	We need to monitor the project assumptions right from the start.
Outputs (as per LFA matrix)	10 classrooms constructed as per Min.Ed. standard	4 classrooms finished and 3 classrooms 20% finished	3 classrooms 80% unfinished	Intensified DRC supervision. New contractor hired for last batch of 3 classrooms	Tender documents and DRC's on-site supervision must be significantly strengthened.
	Textbooks and materials provided for 1 year for 400 children	Textbooks and materials provided for 1 year for 400 children	No		
	PTA established and functioning	PTA established and functioning	No		Worked very well – described in a brief <i>best case</i> report.
Fund utilization (as per budget status report)	EUR 140,000	EUR 90,123	-EUR 14,877	No (forecast meets the budget)	