# Progress Report

To be returned by email to your contact person for reporting, signed by project leader and/or project administrator.

|  |  |
| --- | --- |
| **Project number** | (Write here) |
| **Project title** | (Write here) |
| **Project owner** | (Write here) |
| **Project manager** | (Write here) |
| **Reporting periode** | (Write here) |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is the project progressing as specified in the contract? |  |  |
| Are there any deviations to report in relation to expenditures and/or funding? |  |  |
| Are there other significant deviations in relation to the terms and conditions set out in the contract? |  |  |
| The report is to be supplemented by a brief summary of recent developments, and an explanation for any deviations in relation to the terms and conditions set out in the contract. Is this included? |  |  |

|  |  |  |
| --- | --- | --- |
| (Write here) | (Write here) | (Write here) |
| Date | Project manager | Project administrator |

**Annex:** Summary of recent developments