

FY2017/18 Project Quarterly Progress Report form		Ver. 4.0.19
- MAIN PAGE -		
1	Fiscal Year / Quarter	<input type="text" value="2017/18"/> <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4
2	Project Code	<input type="text"/>
3	Project Title	<input type="text"/>
4	Vote Description	<input type="text"/>
	Responsible MDA	<input type="text"/>
	Implementing Agency (Division or Unit)	<input type="text"/>
5	PBB - Program	<input type="text"/>
	PBB - Sub-Program	<input type="text"/>
6	Location (Project Implementation Site)	Headquarters: <input type="text"/>
		Northern Region: <input type="text"/>
		Central region: <input type="text"/>
		Southern Region: <input type="text"/>
		Other: <input type="text"/>
		Specific location: <input type="text"/>
7	Project Purpose	<input type="text"/>
8	Project Outcomes	<input type="text"/>
9	Project Outputs	<input type="text"/>
10	Original Period of Implementation	FROM: <input type="text"/> <input type="text"/> TO: <input type="text"/> <input type="text"/> <input type="text"/> year(s) <input type="text"/> month(s)
11	Revised Period of Implementation	FROM: <input type="text"/> <input type="text"/> TO: <input type="text"/> <input type="text"/> <input type="text"/> year(s) <input type="text"/> month(s)
12	Request for change/extension of Implementation Period	
13	Original Total Estimated Cost (TEC) approved	MWK: <input type="text"/> Revised Total Estimated Cost (Approved by PSIP) MWK: <input type="text"/>
14	Progress	
15	Finance issues (factors affecting absorption of funds)	Q1 <input type="text"/>
		Q2 <input type="text"/>
		Q3 <input type="text"/>
		Q4 <input type="text"/>
16	Performance issues (factors affecting implementation)	Q1 <input type="text"/>
		Q2 <input type="text"/>
		Q3 <input type="text"/>
		Q4 <input type="text"/>
17	Actions taken to address above challenges 15 & 16	Q1 <input type="text"/>
		Q2 <input type="text"/>
		Q3 <input type="text"/>
		Q4 <input type="text"/>
18	Any other additional information	Q1 <input type="text"/>
		Q2 <input type="text"/>
		Q3 <input type="text"/>
		Q4 <input type="text"/>
19	Prepared by	Name: <input type="text"/>
		Position: <input type="text"/>
		Division: <input type="text"/>
		MDA or your organization: <input type="text"/>
		Telephone / Cell: <input type="text"/>
		email: <input type="text"/>

**FY2017/18 Project Quarterly Progress Report form**

**FY2017/18 Project Monitoring (-Information Page for Project Management -)**

1 FY2017/18 Financial / Output Performance\*

	FROM: FY1900/01 TO: FY2016/17
	Cumulative Expenditure *
PART I	
PART II	
TOTAL	0

	FY2017/18				
	Quarter 1 Funding*	Quarter 2 Funding*	Quarter 3 Funding*	Quarter 4 Funding*	Annual Funding*
(1) Part I: Disbursement					0
Part I: Off Budget					0
(2) Part II: Funding					0
TOTAL (1) + (2)	0	0	0	0	0
	FY2017/18				
	Quarter 1 Expenditure*	Quarter 2 Expenditure*	Quarter 3 Expenditure*	Quarter 4 Expenditure*	Actual Expenditure*
PART I					0
PART II					0
TOTAL	0	0	0	0	0

No	Outputs*	Monitoring Indicators of Outputs*	FROM: FY1900/01 TO: FY2016/17	FY1900/01 (Project Last FY)	FY2017/18						
			Cumulative Achievements *	Endline targets*	Initial Annual Targets*	Revised Annual Targets (Adjusted after Approval / Revised Provision)	Quarter 1 Achievements*	Quarter 2 Achievements*	Quarter 3 Achievements*	Quarter 4 Achievements*	Annual Achievements*
1											
2											
3											
4											
5											
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**FY2017/18 Project Quarterly Progress Report form**

**FY2017/18 Project Monitoring (-Information Page for Project Management -)**

16											
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FY2017/18 Financial Information				
	Approved Provision / Commitment*	Revised Provision / Commitment	Actual Funding / Disbursement	Actual Expenditure
Part I			0	0
Part II			0	0
<b>Total</b>	0	0	0	0

	Cumulative Expenditure
	FROM: FY1900/01 TO: FY2017/18
Part I	0
Part II	0
<b>Total</b>	0

**3 Summary of Project Progress**

*\* Summarise physical progress of project*

**2 Arrear Information\***

Cumulative Arrear Total:  

*Describe the detail of Arrear if there is.*

**3 Factors and Issues (Annual Review)**

*\* Factors and issues affecting implementation (such as reasons for underperformance in relation with actual expenditure, and implementation bottlenecks)*

EXTENSION REQUEST	
1 Project Code	<input type="text"/>
2 Project Title	<input type="text"/>
4 Requested Date	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
5 Requested by	Name: <input type="text"/> Position: <input type="text"/> Division: <input type="text"/> Telephone / Cell: <input type="text"/> email: <input type="text"/>
6 Original (Revised) Period of Implementation	FROM: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> year(s) <input type="text"/> month(s)
7 Requested Period (Change / Extension)	FROM: <input type="text"/> <input type="text"/> TO: <input type="text"/> <input type="text"/> <input type="text"/> year(s) <input type="text"/> month(s)
8 Additional Financial Requirement	(1) Original (Revised) TEC: <input type="text"/> 0
	(2) Requested TEC <input type="text"/>
	Additional Finance required: (2) - (1) <input type="text"/> 0
9 Reason for Change / Extension	<input type="text"/>

Please check unmet Outcomes and Outputs which will not be met by the end of the Project, and modify challenges using Edit button.

	Unmet Outcomes	Mark Unmet Outcomes	Challenges
1	Outcome A	<input type="checkbox"/>	
2	Outcome B	<input type="checkbox"/>	
3	Outcome C	<input type="checkbox"/>	
4	Outcome D	<input type="checkbox"/>	
5	Outcome E	<input type="checkbox"/>	

	Unmet Outputs	Mark Unmet Outputs	Challenges
1	Output 1	<input type="checkbox"/>	
2	Output 2	<input type="checkbox"/>	
3	Output 3	<input type="checkbox"/>	
4	Output 4	<input type="checkbox"/>	
5	Output 5	<input type="checkbox"/>	
6	Output 6	<input type="checkbox"/>	
7	Output 7	<input type="checkbox"/>	
8	Output 8	<input type="checkbox"/>	
9	Output 9	<input type="checkbox"/>	
10	Output 10	<input type="checkbox"/>	
11	Output 11	<input type="checkbox"/>	
12	Output 12	<input type="checkbox"/>	
13	Output 13	<input type="checkbox"/>	
14	Output 14	<input type="checkbox"/>	
15	Output 15	<input type="checkbox"/>	

PROJECT COMPLETION	
2 Project Code	<input type="text"/>
3 Project Title	<input type="text"/>
4 Project Completion Date	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
5 Filled by	Name: <input type="text"/> Position: <input type="text"/> Division: <input type="text"/> Telephone / Cell: <input type="text"/> email: <input type="text"/>
6 Original (Revised) Period of Implementation	FROM: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> year(s) <input type="text"/> month(s)
7 Actual project Life	FROM: <input type="text"/> <input type="text"/> TO: <input type="text"/> <input type="text"/> year(s) <input type="text"/> month(s)
8 Financial	(1) Original (Revised) TEC: <input type="text"/> 0
-	(2) Actual TEC <input type="text"/>
-	(3) Arrears: <input type="text"/>
10 Lesson Learnt	<input type="text"/>
11 Sustainability measures in place	<input type="text"/>

Please check unmet Outcomes and Outputs which will not be met by the end of the Project, and modify challenges using Edit button.

	Unmet Outcomes	Mark Unmet Outcomes	Challenges
1	Outcome A	<input type="checkbox"/>	
2	Outcome B	<input type="checkbox"/>	
3	Outcome C	<input type="checkbox"/>	
4	Outcome D	<input type="checkbox"/>	
5	Outcome E	<input type="checkbox"/>	

	Unmet Outputs	Mark Unmet Outputs	Challenges
1	Output 1	<input type="checkbox"/>	
2	Output 2	<input type="checkbox"/>	
3	Output 3	<input type="checkbox"/>	
4	Output 4	<input type="checkbox"/>	
5	Output 5	<input type="checkbox"/>	
6	Output 6	<input type="checkbox"/>	
7	Output 7	<input type="checkbox"/>	
8	Output 8	<input type="checkbox"/>	
9	Output 9	<input type="checkbox"/>	
10	Output 10	<input type="checkbox"/>	
11	Output 11	<input type="checkbox"/>	
12	Output 12	<input type="checkbox"/>	
13	Output 13	<input type="checkbox"/>	
14	Output 14	<input type="checkbox"/>	
15	Output 15	<input type="checkbox"/>	