

# PERFORMANCE REPORT TEMPLATE

Project Name:	
Reporting Period:	
Milestone Number:	
Reporting Date:	
Report Prepared By:	
RNuO / DNuO Email:	

Information below should be provided in bullet format. Please include 3-5 bullets per section below.

Reports should be a maximum of 2 pages not including photos or Annexes. Annexes should include:

1. Signed Attendance registers for any activity by responsible participants
2. Signed participants payment list /sheet by responsible participants
3. Signed meeting minutes
4. Signed supportive supervision report
5. Photographs and success stories

I. KEY ACHIEVEMENTS AND ACTIVITY STATUS (Include here updates on activities completed during this reporting period including any key dates and important data.)

Activity	Date

II. CHALLENGES (Clarify the challenges and how they were or will be addressed.)

Activity



*III. RECOMMENDATIONS (Identification of problems requiring intervention from IMA, DFID, government institutions, relevant development partners, or beneficiary associations.)*

Activity

*IV. PHOTOGRAPHS AND SUCCESS STORIES (Documentation should include photos and success stories resulting from programme activities. Photos should include captions describing activities, people, location, and dates. Success stories are optional but should highlight exceptional practices captured in the field. Quotes from individuals, high quality photos and data supporting successes add interest to the stories.)*