

**[Name of Project] Project Progress Report**

*(please describe the actions taken and results obtained – please attach files where appropriate)*

**dd.mm.yyyy**

◻ **quarterly** ◻ **interim** ◻ **final**

Snapshot of the Project

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Output** | **Deliverable** | **Finalised** | **Partly finalised** | **Not finalised** | **If partly or not finalized what is the expected date of finalization** | **Deliverable quality self-assessment****(1 unsatisfactory - 10 outstanding)** |
|  |  | ◻ | ◻ | ◻ |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Activity** | **% Complete** | **Issues and strategies to solve them** | **Delivery Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Partner** | **Prepared By** |
| [Name of project] |  [Name of the partner] | [Name of the Person writing the report] |

◻ **quarterly** ◻ **interim** ◻ **final**

**Snapshot of the Project**



|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description of activities** | **No of recipients** | **Sources** |
| **Newsletters** | - | - | - |
| **Press** | - | - | - |
| **Social media** | - | - | - |
| **Websites** | - | - | - |
| **Interviews** | - | - | - |
| **Conferences and other events** | - | - | - |
| **Other promotional activities** | - | - | - |

|  |
| --- |
| **Please write a brief self-assessment reflection considering the process and quality of actions taken, deliverables obtained and dissemination activities performed at this point.** |
|  |

**Status Summary**

**Signature: Date:**

**dd.mm.yyyy**