

## SUB-RECIPIENT ACTIVITIES NARRATIVE MONTHLY REPORT

1. Project Title:
2. Name of Organization:
3. Reporting Officer Title:
4. Reporting Period: from \_\_\_\_\_ to \_\_\_\_\_

### 5. Key activities undertaken during the Period:

### 6. Progress on Activities

- **Observations :**

Based on the approved schedule contained in the grant agreement, indicate if you are on schedule and capable of completing all tasks identified in the Statement of Work. If you are behind schedule indicate by how much, the reasons for the delay and what actions you plan to take as a result to ensure the primary project objectives are met within the term of the grant contract.

**Budget Status:** Based on the approved budget contained in the grant agreement, indicate if you are within budget. If you are over or under budget indicate by how much, the reasons why and the impact this will have on the project.

**Work Progress:** Report the following information on work that was performed in the reporting period: List each primary task in which work was performed and describe the work completed. Describe any unexpected problems encountered and their impact. List the primary tasks and report whether the activity was planned for the month, was fully or partially completed, follow-up action, and comments. The summary of the activities for the month are given in *Table 1 in the Appendix*.

- **Opportunities**

What opportunities arose in the course of implementing the project?

- **Innovations**

New tasks that emerged during the project should also be listed and discussed as they occurred during the actual work, together with the reasons for the new tasks.

- **Constraints**

Indicate the constraints faced in the implementation of the OVC project activities.

### 7 Issues to be followed up:

What issues arising from the analysis of above need follow-up, what are the best solutions, when and by who? a summary of Issues to be followed up are indicated in *Table 1 in the appendix*.

**8 Conclusion** (*What is the meaning or interpretation of the factual findings*)- Organize the Conclusions in the same order as Objectives. This section should provide the analysis of the data and results presented in the previous section.

**9 Recommendations:** (*What you think should occur next*) - Recommendations should derive from the Conclusions presented.

