

PROJECT MONITORING REPORT

(To be submitted bi-annually by the National Focal Point of the Lead Coordinator Member State to the IORA Secretariat by Sept. 1 and Mar. 1 of each year)

SECTION A: Project profile

Project title:			
Time period covered in report:		Date submitted:	
Working Group (to which project belongs):			
Name of Applicant: Name of the Organization:			

SECTION B: Project update

***Briefly** answer each of the questions below to a maximum of 2-3 pages. If you have submitted previous Monitoring Reports, focus on progress since your most recent report.*

1. Current status of project:

- On schedule: YES / NO
- Within approved budget: YES / NO
- On target to meet project objectives: YES / NO

If NO, provide details: How far off schedule, budget or objectives? What actions are being taken to resolve issues? What support is needed?

2. Implementation: Describe progress against the project's work plan and proposed objectives. Was sufficient time allocated for planning of the activity? Were there delays in implementation and what are some of the risk management approaches in place to ensure effective implementation of this activity?

3. Challenges: Identify the factors which may have caused the delay in the successful completion of the project, if any. Describe how you addressed these. Has this impacted on the project schedule or budget?

4. Engagement: Describe the engagement and roles of stakeholders in the implementation of the project, including concerned IORA Working Group (s), experts and beneficiaries.

5. Objectives and outputs: How do the results of the project so far (if any) compare with its expected outcomes? Are outputs being delivered on time and of appropriate quality?

Signature	
Name	
Designation	
Department/ Ministry/ Agency/ Institution	
Date	