# Progress Report (Enter month and number of report)

### Project Details

|  |  |
| --- | --- |
| Project name |  |
| Organisation |  |
| Agreement commencement date |  |
| Agreement number |  |
| Authorised contact person |  |
| Authorised contact phone |  |
| Project coordinator |  |

### Progress Report

| How is the project progressing?  *Include details of general progress, progress against targets and any training delivery or financial management issues.* |
| --- |
| Provide details of any changes that have had to be made to the project.  *Note: This does not exclude the requirement to formally write to the department requesting approval to vary the project scope.* |
| Provide any good news stories if available and/or attach copies of any media stories. Please also ensure all necessary consents (from a privacy/confidentiality perspective) are obtained from persons to be featured in the good news and/or media stories. |
| Provide outline of barriers, if any that have been encountered with this project to date, including any resolution if available. |
| Provide any other information or copies of documentation required in the Key Performance Indicators outlined in Appendix 3. Please specify the Key Performance Indicator/s being addressed. |