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| **PROJECT TITLE:** |  |
| **ORGANISATION:** |  |
| **PROJECT PERIOD:** | (Start Date – End date) |
| **KEY CONTACT:** |  |

**PART A: PROJECT ACTIVITIES SINCE THE LAST PROGRESS REPORT**

**1. Details of activities and tasks undertaken by the Organisation in conducting the project since the last progress report.**

**2. A brief evaluation of the Organisation’s achievements measured against the Project activities and tasks, relevant milestones and outputs/outcomes as set out in the Project Plan;**

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| --- | --- | --- | --- | --- |
| **Activity** | **Tasks** | **Start date** | **Status**  **Completed/not completed** | **Comments** |
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**PART B: REPORT OF THE ENTIRE PROJECT**

**1. Original aims and objectives of the project.**

**2. A description of the project methods and processes used.**

**3. a) An evaluation and assessment of the extent to which the original aims and objectives and desired project outcomes have been achieved, including measurement criteria used for this assessment.**

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| **Aims** | **Extent to which aims are met (exceed, met, partially met, not met)** | **Comments** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

**3. b) Barriers (if any) encountered/risks addressed in conducting the project.**

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| **Barrier Encountered/Risk** | **What you did** | **Outcome** |
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**4. Detail theFuture Development Plan for this project, to ensure its sustainability without ongoing TAC financial support.**

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| **Existing/Potential Stakeholder/Sponsor(s)** | **Contribution** | **Planned actions** | **Comments** |
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**5. Project summary suitable for public release e.g. on the web site, for media release or TAC reports.**

**Aims: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Methods:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Results:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conclusions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other suggestions/information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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