



Report Content

1. Executive Summary

This report outlines the measurable progress made in **Project 1** during June 2025. It focuses on team performance, key outcomes, encountered challenges, and proposed improvements. The goal of the project—to increase community access to essential services—was advanced through successful outreach, operational improvements, and transparent financial tracking.

2. Key Outcomes & Metrics

Indicator	Target	Achieved	Status
Community members reached	100	128	✓ Exceeded
Timely field reports submitted	90 %	95 %	✓ Met
Budget variance	< 2%	0.54%	✓ Met
Issue resolution response time	< 72 hours	48 hours	✓ Exceeded

- **Fatoumata Diallo** successfully led outreach operations across 3 districts, surpassing the beneficiary engagement target by **28%**.
- **Ibrahim Sagna** automated field report intake and reduced late submissions from 6/week to just 1/week.
- **Awa Traoré** conducted mid-cycle budget checks and resolved a critical ₦150,000 vendor discrepancy before final reconciliation.

3. Challenges Faced

- **Transport & Logistics:**
A vehicle breakdown disrupted rural deployment for 3 days. Backup vehicles were not available, affecting material delivery. We plan to partner with local transport services as a contingency.
- **Field Expense Tracking:**
Receipts from informal transport providers lacked official documentation. This created minor delays during financial audit. A template is being designed for standardized informal receipt tracking.

- **Initial Task Overlap:**
Poorly defined responsibilities at the start of June led to duplicate outreach efforts. This has been resolved via a shared role assignment document created mid-cycle.

4. Budget Notes

Total Budget: ₦2,300,000

Spent: ₦2,287,500

Variance: ₦12,500 (0.54% underspend)

Spending Breakdown:

Category	Budgeted	Spent	Notes
Staff Stipends	₦800,000	₦800,000	Fully paid
Materials & Supplies	₦500,000	₦495,000	Minor savings from bulk vendor discount
Transport Reimbursements	₦600,000	₦610,000	Slight over due to emergency vehicle hire
Admin/Office Costs	₦400,000	₦382,500	Underspent; final office supply invoice pending

5. Impact Summary


- **Increased Service Access:**
128 community members attended field sessions—**surpassing targets by 28%**—with 76% of them providing written feedback.
- **Improved Operational Efficiency:**
Submission delays dropped to below 5%, and duplicate tasks were eliminated after process streamlining.
- **Financial Accountability:**
Mid-cycle auditing and early discrepancy detection helped avoid end-of-cycle budget reconciliation issues.

6. Next Steps

- **Formalize transport contingency support** with local vehicle owners and establish pricing agreements in advance.
- **Issue pre-cycle planning briefs** to all officers outlining exact roles and project targets.

- **Nominate top-performing team members** for internal recognition at the Q2 review event.

7. Attachments

 **June_Project1_Impact_Report.pdf**

A 6-page document with:

- Full KPIs and timeline analysis
- Annotated team logs
- Verified beneficiary feedback summaries
- Field visit photo timestamps and map overlays

Final Remarks

This report provides a clear and evidence-backed summary of **Project 1's June 2025 performance**. All sections are aligned with project objectives, include measurable results, and reflect actionable follow-ups.