**PARTNERSHIP 2020**

**Promoting Women family-Based Entrepreneurship in West Bengal**

**Report**

(Reporting and forecasting)

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| **Quarter:** |  |
| **Reporting period:** |  |
| **Activity Team:** |  |
| **Date of submission:** |  |

**Instructions for completion:**

* You must complete all sections
* Ensure you have completed the details on this front sheet

**Document contents:**

* Key achievements
* Activity Team progress
* Planned activity (for the next quarter)
* Financial forecasting
* Personnel changes
* Risk register

**Key achievements**

Summarise your Activity Team’s key achievements during this reporting period:

**Activity Team progress**

Provide a summary of the progress on each work activity that your team/group has achieved within this reporting period. For further details of each deliverable, please refer to the project proposal.

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| **Activity Team 1: Review of research, networks and Research on Best Practices** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 1 : Two Focus Groups on Each of Training Programs** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 2: Entrepreneurship and innovation training programs:** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 2: Entrepreneurship and Innovation Certificate Program.** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 3: Set up a website for online Training** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 4 : Consortium and Advisory Board for Entrepreneurship Development** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 5 : Conference on entrepreneurship and innovation** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 6 : Explore the prospects of a similar training programs in South Carolina** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 7 : Project External Evaluation** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 8 : Project Budget Management** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

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| **Activity Team 9 : Project Periodic and Final Reports** |
| **Reporting period:** |
| **Select which Project deliverables you have been working on:** |
| **Describe the work that you have carried out within this reporting period and how it contributes to project deliverables:** |
| **How does your work contribute to future publications / what publications could arise from this work?** |
| **Summarise any variations from your planned activities within this quarter:** |

**Planned activity (upcoming quarter)**

Provide a summary of all expected activities for the upcoming quarter. List dependencies between tasks/partners which could prevent planned progress.

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| **Planned activity for quarter:** | | | | |
| **Project Activity Team** | **Planned activity** | **Dependence on other Activity Team partners** | **Description of dependency** | **Comment on impact** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
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| 9 |  |  |  |  |

Outline any additional issues, challenges or barriers you have identified or encountered to making progress. Explain what mitigating strategies you have put in place to overcome them:

**Financial forecasting**

Forecast

Explain the reasons for any deviations in spending from your forecast for this quarter:

**Personnel changes**

Detail any personnel changes during this quarter (attach CVs of new personnel as appropriate):

**Risk register**

Identify any new risks/mitigations: