|  |  |
| --- | --- |
| Monthly report: | MR.XX |
| Reporting period: | Choose date in middle of the month |
| Submitted by: | Insert the organization/Project manager that is submitting this report |
|  | Insert Email |
|  | Insert telephone number |

|  |  |
| --- | --- |
| Project title: | Insert the Project Title |
| Project ID/Code: | ID/CODE |
| Client: | Insert client/contracting authority |
| Country: | Insert country of Client |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contract details | | | | | |
| Signature date: | Click here to enter a date. | | | Duration: X months | |
| Start: | date | | | | |
| Finish: | date | | | | |
| Work: | XXX | Choose an item. |  | |  |
| Fee rate: | XXX | Currency |  | |  |
| Contract value: | 0 | Currency |  | |  |
| Contract value: | 0 | Currency | Exchange rate: | | Insert exchange rate |

|  |  |  |
| --- | --- | --- |
| Progress MR.XX | | Progress [%] |
| Task 0 | Provide description of activities performed wihtin this task and this reporting period. This is the highest level description, so keep it short, clear and concise. Change the wording of the Task/Activity/X to adapt it to your project needs.  Do the same steps for all tasks below. | Insert the progress as number, no percentage characters. |
| Task 1 |  |  |
| Task 2 |  |  |
| Task 3 |  |  |
| Task 4 |  |  |
| Task 5 |  |  |
| Task 6 |  |  |
| Total |  | 0% |

|  |  |
| --- | --- |
| Risks: | List ONLY risks that may have arisen during the reporting month. If no risks where identified click in this field and hit slash symbol »/«. |
| Issues/Changes: | List ONLY issues/changes that occurred during the reporting month. If no issues were identified click in this field and hit slash symbol »/«. |
| Benefits: |  |
| Comments: | Insert comments or explanations that might be relevant for project execution or if no comments click in this field and hit slash symbol »/«. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared:**  **Date:**  **Signature:** | Rebecca Braglio  date | **Approved:**  **Date:**  **Signature:** | Name Last Name  date |

Dear user of template,

This file is a dotm template file type. By double clicking the file a new document opens and upon saving you need to provide new file name and location.

If you wish to modify the dotm template file, click with the right mouse button on the file and choose Open. The file opens to be edited as dotm template. Now you can adjust the template; i.e. adapt it for specific project so that project title is already set by default from the start; contract details of this project etc.

All content controls are open and editable, thus giving you a chance to optimize your template. You can edit all content controls from the tab Developer, third section Controls. If you don’t have a tab Developer displayed, go to Word options/Customize ribbon and check Developer box (left side).

Upon opening the template/new document the Properties panel automatically appears. This is useful for entering the data that are general properties of the document as well as automatically populating the repeating information throughout the document. Explanation of the fields of the Properties panel is described in the Comment field, Properties panel.

You can delete/insert any parts of the tables (rows, columns), if you find them unsuitable/required.

**To delete this text just simple click in and hit the key Space.**