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**Quarterly Project Report**

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| Project Name | PRC PMER Policy and Procedure Manual Development |
| Project Location | Manila, Philippines |
| Project Sector | PMER, IM |
| Project Manager | Catherine Larracas |
| Project Start Date | November 1, 2016 |
| Project End Date | October 31, 2017 |
| Project Budget | $89,673 |
| ARC Country Representative | Margaret Stansberry |
| ARC Program Officer | Christopher Cotten |
| Report Author |  |
| Report Submission Date |  |
| Reporting Period Start Date |  |
| Reporting Period End Date |  |

# **Section 1. Communication**

## **Section 1.1. Key Achievements**

## **Section 1.2. Key Challenges**

## **Section 1.3. Support Needed**

# **Section 2. Reflection**

## **Section 2.1. Analysis of Progress Against Time and Scope (Target vs. Actual)**

*(Please refer to the Project Objectives, Indicators and Workplan while completing this section.)*

## **Section 2.2. Analysis of Progress Against Budget (Target vs. Actual)**

*(Please refer to the financial annexes while completing this section.)*

# **Section 3. Plan for Next Quarter**

# **Annexes**

## Annex 1. Workplan

## Annex 2. Indicator Tracking Table

## Annex 3. Statement of Cash

## Annex 4. Statement of Expense

## Annex 5. Forecast / Cash Request

## Annex 6. Summary of Expenses