

# iCog's Reporting Template



## Reporting Template

**iCog**

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This document outlines the official reporting guidelines for iCog Anyone Can Code's partners. It includes detailed templates for both progress update reports and final narrative reports. The **progress update report** format is designed for regular updates—monthly or quarterly—to inform partners about the project's status, accomplishments, and upcoming plans. The **final narrative report** format is intended for use at the project's conclusion, summarizing its overall impact, achievements, and challenges. All reporting personnel are expected to adhere to these formats to ensure consistency and clarity in project communication and company standards.

## **Cover Page**

The cover page serves as a formal introduction to the document and provides a clear, professional first impression. It introduces the report and includes essential details. It should feature:

- Company logo
- Type of report
- Name of the organization the report is submitted to:
- The title of the project
- The date of the report

A visual is provided for your reference on how it should look.



**Project Report :**

**Submitted to :**

**Project Title :**

## Progress Update Report

This serves to provide partners with regular updates on the project's progress and developments. Typically submitted on a monthly or quarterly basis, it offers a snapshot of accomplishments, current activities, and plans, helping to maintain transparency and alignment with project goals.

1. **Overview:** [A brief summary of the project and objectives and outlines the current status of the project]
2. **Accomplishments/Key Achievements:** [Milestones and achievements reached during the reporting period- containing both qualitative and quantitative outcomes]
3. **Challenges and Mitigations:** [Description of the main challenges faced during the reporting period and details of the steps taken to mitigate or resolve these issues]
4. **Plans:** [Upcoming steps, activities, or initiatives planned for the next phase of the project highlighting how these plans align with the overall goals and timelines of the project]
5. **Program revisions** (If any): [Any changes made to the project's original plan including the reasons behind the revisions]
6. **Pictures** (If any): [Visual documentation that captures the progress of the project and could be images of completed work, team activities, or events that occurred during the reporting period]

## Final Narrative Report

This report summarizes the entire project and provides a comprehensive view of what has been accomplished and the overall impact of the project.

1. **Background:** [Overview of the project's purpose, initial objectives, and context explaining why the project was initiated, its relevance and any critical background information that helps to frame the overall narrative]
2. **Implementation:** [Description of how the project was carried out, detailing key activities, methodologies, and timelines highlighting the processes involved in executing the project, including planning, resource allocation, partnerships, and any adjustments made during implementation]
3. **Achievement:** [Summary of key outcomes and successes of the project including both qualitative and quantitative data. Where relevant, mention how the project has positively affected the intended beneficiaries and contributed to the overarching objectives]
4. **Challenges and mitigations:** [Description of the main challenges faced during the project and details of the steps taken to mitigate or resolve these issues]

5. **Recommendations:** [Suggestions plans for future improvement based on lessons learned during the project].
6. **Conclusion:** [Final summary reflecting the overall success and impact of the project. This section should tie together the project's accomplishments, challenges, and future outlook, offering a well-rounded narrative of what has been achieved and what remains to be done. Include reflections on sustainability, lessons learned, and any potential follow-up activities that could build on the project's outcomes]
7. **Pictures:** [Visual documentation that captures key moments, milestones, or impacts of the project. Images should complement the narrative by illustrating activities, achievements, and the people involved]