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| PM-Partner Cover Sheet | | | |
| *Date Received by Overseas Office* |  | *Date Received by LWR HQ* |  |
| *Questions for Partner after Initial PM Review of Report* |  | | |
| *Suggestions for Future Reporting* |  | | |
| *Outstanding Issues* |  | | |

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| **SUMMARY TABLE** | | | |
| *Date Report Submitted:* |  | *Reporting Period:* |  |
| *Partner Name:* |  | *Project Name and Identification Number:* |  |
| *Contact Name:* |  | *Country:* |  |
| *Position Title:* |  | | |
| *Address:* |  | | |
| *Telephone Number:* |  | *Fax Number:* |  |
| *E-mail Address:* |  | | |
| *Project Start Date:* |  | *Project End Date:* |  |
|  | | | |
| *Total budget allocated during reporting period:* |  | *Total budget spent during reporting period:* |  |
| *Project Total budget* |  | *Total project budget spent to date:* |  |

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| 1. PROJECT BENEFICIARY REPORTING (1-2 SENTENCES) |

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| --- | --- | --- | --- | --- |
| **TABLE 1.1** | **Beneficiary Tracking Table** | | | |
|  | | Women | Men | Total |
| **Direct Beneficiaries:** | |  |  |  |
| **Indirect Beneficiaries:** | |  |  |  |
|  | | | | |

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| 2. KEY MANAGEMENT AND ADMINISTRATIVE UPDATES (1-2 PAGES) |

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| **TABLE 2.1** | **UPDATES FROM CURRENT REPORTING PERIOD** |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 2.2** | **updates from previous reporting period** | | |
| **Previous Issues/Updates Encountered From Previous Reporting Period:** | | ***Corresponding Actions Taken*** | *Additional Action Required? If yes, explain.* |
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|  | |  |  |

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| 3. ANALYSIS OF IMPLEMENTATION (5-7 PAGES) |

**3.0 GOAL SUMMARY:**

**3.1 – OUTCOME 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TABLE 3.12** | **Output/Activity Table – OUTPUT X** | | | |
| **Output X: (List ONE Output statement here)** | | | | |
|  | | | | |
| **KEY CHALLENGES** | | | **ACTION ITEMS IDENTIFIED BY PROJECT TEAM** | |
|  | | |  | |
| **Challenges Faced From Previous Reporting Period** | | **Corresponding Actions Taken** | | **Additional Action Required? If yes, explain.** |
|  | | **Activity 1.1.X:** | | **Activity 1.1.X:** |

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| 4. FINANCIAL STATUS (1/2 PAGE) |
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| 5. CROSS CUTTING THEMES (1/2-1 PAGES) |
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| 6. PLANS FOR NEXT REPORTING PERIOD (1/2-1 PAGES) |
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| 7. COMMUNITY/PARTICIPANT ACCOUNTABILITY (1/2-1 PAGES) |
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| 8. PHOTOS AND STORIES (2-3 PAGES) |
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