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| **PROGRESS REPORT CHECKLIST** | **YES/NO?** |
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| **Project Beneficiary Reporting** |
| 1. Have you included the definitions of how you calculated each beneficiary population (direct, indirect, etc.?)
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| 1. Have you ensured that there is no double counting of beneficiaries?
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| 1. Have you reported your beneficiary numbers as cumulative to date?
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| **Key Management and Administrative Updates** |
| 1. Did you list only management and administrative updates in the section (human resources matters, security, policies and procedures, partnership, capacity building, donor meetings, technical fora, etc.)?
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| 1. Did you carry over additional action lists from the previous quarter?
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| 1. Did the person responsible follow up on actions listed?
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| **Analysis of Implementation** |
| 1. Does the goal section include only high-level analysis as outlined in the project progress report guidance?
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| 1. Is there clear analysis in the report about how:
2. Activities are contributing to the achievement of outputs?
3. Achievement of outputs are influencing the achievement of outcomes?
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| 1. Does the report demonstrate a use of indicator data to inform or guide the analysis of the project’s progress?
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| 1. Does the report document the analysis of why disaggregated indicator data shows differences in men’s and women’s participation in and benefits from interventions?
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| 1. Is it clear that the gender gap analysis referenced the Gender Dimensions Framework when analyzing them?
 |  |
| 1. Were there indicators present in the Indicator Tracking Table that achieved less than 50% of target, but were not mentioned in the narrative report?
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| 1. Were there activities in the Activity Tracking Table that achieved less than 50% of target, but were not mentioned in the narrative report?
 |  |
| 1. Are activity accomplishments and challenges in separate boxes?
 |  |
| 1. Are activity challenges linked to clear action items to address them?
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| 1. Does the report provide an update on follow-up for all the challenges associated with activities from the previous quarter?
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| **Financial Status** |
| 1. Have you checked the variances to see if any are approaching 10%?
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| 1. Does your activity implementation to date match your planned budget?
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| 1. If you are overspent for any activity but have not completed all of the tasks, will this affect the project’s ability to achieve its outputs and outcomes?
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| 1. If you are underspent for any activity, is it because implementation is delayed? Will this affect the project’s ability to achieve its outputs and outcomes before the end of the project?
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| 1. Have you noted activities for which funds were requested but not completed?
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| 1. Have you noted activities which are complete but for which no funds were requested?
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| **Cross-Cutting Themes** |
| 1. Is it clear how each cross-cutting theme mentioned is influencing the project’s progress or quality of the results?
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| **Plans for Next Quarter** |
| 1. Are a list of all activities for the next reporting period listed here?
2. If so, why? Does the project not have an Activity Tracking Table that shows all activities planned for the next reporting period?
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| 1. Were there any major changes to the work plan for the next reporting period?
2. If so, are they listed in this section?
3. If so, has the project completed an updated work plan?
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| 1. Are any key meetings with external stakeholders that will take place in the next reporting period listed here?
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| 1. Are any major management or administrative plans that will take place in the next reporting period listed here?
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| **General** |
| 1. Do all stakeholders have a copy of the final report? (LWR HQ, LWR country office, partner, any government or other external stakeholders, etc.)
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| 1. Does the narrative report include the Indicator Tracking Table and the Activity Tracking Table?
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