

 **SCF project reporting** SCF\_N0008R2

 **Status:** MonthYear

|  |  |
| --- | --- |
| **Acronym of project:** |       |
| **Title of project:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Start Date:  | dd/mm/yyyy | Project End Date: | dd/mm/yyyy |

|  |  |  |  |
| --- | --- | --- | --- |
| Report  |  | Reporting period (up to): |  Month Year |

1. **Overall progress**

Please evaluate the evolution of the project so far, considering:

|  |  |  |  |
| --- | --- | --- | --- |
| A) | Fulfilling initial objectives | *1 (will fail) –> 5 (will fully achieve)* |  |
| B) | Complying with timeline  | *1 (critical delay1) –> 5 (on schedule or ahead schedule)* |  |

1. *In case of a critical delay, action shall be taken: revision of content, budget, duration or project termination.*

Please provide a short explanation for the rating indicated above:

|  |  |
| --- | --- |
| A) |       |
| B) |       |

1. **Main achievements towards goals and milestones**

Please indicate main achievements of the project so far, in order of relevance:

|  |  |
| --- | --- |
| a) |       |
| b) |       |
| c) |       |
| d) |       |
| e) |       |

1. **Deliverables**

Please indicate the progress regarding deliverables:

|  |  |  |  |
| --- | --- | --- | --- |
| C) | Progress regarding deliverables | *1 (completed<25%) -> 5 (completed = 100%)*1 (completed<20%) -> 5 (completed>80%) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Information about each deliverable | Due Date | Completed (%) | Delivery Date² |
| D1 |       | dd/mm/yy |    % | dd/mm/yy |
| D2 |       | dd/mm/yy |    % | dd/mm/yy |
| D3 |       | dd/mm/yy |    % | dd/mm/yy |
| D4 |       | dd/mm/yy |    % | dd/mm/yy |
| D5 |       | dd/mm/yy |    % | dd/mm/yy |

*(2) Actual or foreseen delivery date*

1. **Deviations from initial plan**

Please indicate main deviations and proposed corrective measures:

|  |
| --- |
|       |

Done at City, Country on dd/mm/yy Responsible: First name Surname