

**Regulators’ Capacity Fund**

**Progress Report**

Information provided in this report may be used for CRI communications and briefing materials.

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| **Project title:** | Project title | |
| **Lead organization:** | Organization | |
| **Project start and end dates:** | Project start date | Project end date |
| **Reporting period:** | Reporting period start date | Reporting period end date |
| **Report compiled by:** | Name of author | |
| **Contact Email:** | Email address | |

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| **Section One: Summary of Progress** |
| Please provide a summary (500 words max.) of your project progress during the reporting period. Include any unexpected or early project achievements. |
| **Section Two: Changes to the Project Scope and Plan** |
| Identify any unexpected challenges or changes in project scope. Describe any changes to the project plan, including reasons why they occurred. (Submit a revised project plan if available). |
| **Section Three: Output and Deliverables** |
| Describe or attach any outputs or deliverables created as part of this project that you would like to share at this time (e.g. reports, training materials, presentations, tools, prototypes, etc. Provide in both official languages, if available. |
| **Section Four: Risks** |
| Indicate whether there has been changes in risks, whether they have become issues and whether new risks have been identified. If so, indicate how they will be mitigated. |

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| **Section Five: Progress Against Milestones** | | | | | |
| For all identified milestones or activities in the project reporting period, indicate planned and actual start and completion dates. Additional lines can be added to this table as required (press the tab key in the last row). You may submit a separate document that includes this information. | | | | | |
| **Milestone/Activity** | **Description of Outcome or Deliverable** | **Planned Start and End Dates**  [YYYY/MM/DD - YYYY/MM/DD] | **Actual Start/End Completion Dates**  [YYYY/MM/DD - YYYY/MM/DD] | **Status:**  **- Completed**  **- On track**  **- Delayed** | **Comments: Explanation if delayed, challenges faced, etc.** |
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| Section Six: Financial Reporting | | | |
| CRI Project Cost: | **$** | | |
| CRI Funding Received to Date: | **$** | | |
| For expenditures during the project reporting period, indicate planned and actual amounts spent using CRI funds. Additional lines can be added to this table as required (press the tab key in the last row). You may submit a separate spreadsheet or other document that includes this information. | | | |
| Expense/Description | **Amount (Forecast)** | **Amount (Actual)** | **Comments/explanation regarding any discrepancies and how they will be resolved moving forward.** |
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| Total for this reporting period | **$** | **$** |  |