

Quarterly Progress Report Administrator - Template

Standard information

Implementing organisation	Hope Danmark (UG) Ltd.
Project title or Programme	Children of Hope
Type of report	Quarterly Progress Report
Period of reporting	
Date of report	
Report writer	
Report approved by	

Reporting on specific objectives

Brief description of the quarter in words	Number or yes/no
1. Programme objective and communication	
No of policies up to date and working.	
Communication up to date	
If the policies and communication is not up to date please explain why:	
2. Coordination of staff and meetings (Plan, invite, execute, take minutes, communicate, follow-up)	
No of staff meeting carried out	
No of Quarterly Progress meetings and or Annual Progress workshop carried out	
If the planned meeting were not carried out, explain why:	
3. Receiving and compiling reports	
No of Monthly Field Reports received	
No of Quarterly Progress Reports received	
No of Quarterly Progress Reports compiled	
No of Annual Progress Reports compiled	
No of Annual Child Progress Reports compiled	
If the expected reports were not received or compiled, explain why:	
4. CoH monitoring areas:	
Academic progress	
Necessities for children and schools planed and implemented (Purchase, payments, logistics, follow-up, controlling)	
No of term reports collected, scanned and uploaded	
If necessities were not purchased or term reports collected and uploaded please, explain why:	
Health Check	
No of Health Checks planned and implemented (purchase of medicine, logistics, attend on the days, coordination with stakeholders)	
No of collected, scanned and uploaded HC forms	
If the Health Check were not carried out as planed and forms no collected and uploaded please explain why:	
5. Donor management	
Donor Database is up to date	
Payments are updated in HYS	

Updated information on children	
Uploaded forms and pictures	
If the donor database is not up to date, please explain why:	
6. Accountability	
Petty cash and ledger in order	
Receipt check-up done	
Scan and store done	
Monthly accountability done	
Quarterly financial report done	
Annual financial report done	
Audit done	
If the accountability is not up to date, please explain why:	

Reporting on overall objective

Achievements
Challenges
Recommendations
Documentation
Accountability
Progress on CoH staff sponsored education