

Project Activity Report

Project	<i>Name of the project – in accordance with agreed project document, terms of reference and/or work plan</i>
Project objective	<i>As stated in the agreed project document, terms of reference and/or project work plan</i>
Activity	<i>State name of activity</i>
Dates	<i>State time period for activity</i>
Submitted by	<i>State the name of your organisation/institution</i>

1. Introduction

Brief explanation of the activity, dates, possible resource persons used and participants/target group (number and profile), etc. The purpose of each activity is often briefly described in the agreed project document/terms of reference and/or project work plan.

2. Agenda/programme/terms of reference

Brief account of the agenda/programme/terms of reference for the activity, but very short, no explanation of specific sessions or similar is necessary. It is enough with reference to annexed agenda/programme/terms of reference. Only describe the most important points; deviations from what was planned, etc.

3. Achievement of results

Results achievement at output level

Expected outputs of the activity	<i>Taken from the agreed project document, terms of reference and/or project work plan</i>
Output indicators	<i>Taken from the agreed project document, terms of reference and/or project work plan</i>

Analyse the achievement of results at output level. Has the activity led to the output/s expected (compared to the output/s stated in the agreed project document, terms of reference and/or project work plan, and with reference to the output indicators)

Results achievement at outcome level

Relate, if possible, the analysis of achievement of the outputs of the activity to the achievement of the project outcome/s (as stated in the agreed project document, terms of reference and/or project work plan), with reference to the outcome indicators (listed in the agreed project document, terms of reference and/or project work plan)? Often many outputs and a longer period of implementation are necessary for an outcome to be achieved, so it might not be possible for the outcome/s to be considered achieved on the basis of a single activity.

4. Management Arrangements

Present your perspective on the partnership with RWI, what were the more successful aspects and what were the possible problems/challenges? Did the cooperation/activity in any way enhance your capacity (individually in the organisation or of the organisation as such)?

5. Resources Used

Account for significant divergences from budgeted costs for the activity in terms of actual costs incurred, and provide a brief explanation of why this occurred. Try to assess the relationship between resources/costs used and results. Could budgetary means and resources have been used in more effective/other ways to achieve the same results? The financial (and audit) report for the activity should be attached to provide further information on details regarding this matters.

6. Lessons Learned

State key lessons learned from the carrying out of the activity (design, planning, implementation and follow-up). The lessons learned can relate both to more practical planning and implementation issues as well as matters concerning achievement of expected results. The main purpose of stating the lessons learned is to establish what could be done better or replicated for future similar activities in order to facilitate implementation and/or achievement of expected results.

7. Concluding remarks

Provide a short statement as to whether or not the purpose of the activity was met, if the outputs were achieved, etc.

If there are any important conclusions that otherwise can be drawn in relation to e.g. Management Arrangements, the cooperation with RWI, unintended effects (positive or negative), risk factors affecting the carrying out of the activity, sustainability of results achieved or budgetary matters, particularly in relation to what was stated in the agreed project document, terms of reference and/or project work plan, these can be mentioned here.

8. Annexes

List the documentation annexed to the report in the format as exemplified in the following:

- 1. Financial Report*
- 2. Audit Report*
- 3. Agenda of the training*
- 4. List of participants, etc*