



AMIF UK Responsible Authority

PROJECT PERFORMANCE AND DELIVERY REPORT

Organisation:

Project name:

UKRA Ref. No:

Project start date:

Project end date:

Report date:

Report written by:

Overall Aim(s) of the project:

AMIF Common Indicator(s):

Objectives and deliverables for the project: (no more than 5). Please complete the following table, 1 table per objective. For each objective complete the activities that will take place to deliver the objective. You must ensure that activities and outputs are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).

Section 1 – Measuring the performance of each Objective

Delivery Objective 1												
Delivery Period	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Reporting due date												
Quarter Target												
Quarter Delivery												
Cumulative Target												
Cumulative Delivery												

Evidence to confirm the activities/achievements?	
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Section 2 – Emerging trends, risks and justifications for any target(s) currently not being met

Where applicable, provide a detailed explanation why any target(s) from any of the objectives are below the projections. Write a separate analysis for each objective that is underperforming.

What remedial actions are you taking to resolve this underperformance? Again write a separate analysis for each objective that is underperforming.

Are there any emerging risks that could potentially threaten delivery of the project?

What are the main successes, achievements and milestones delivered during this reporting period?

Have there been any changes in key members of staff that could have an impact on delivery of the project? If so please provide details of who has moved on, how they have been replaced and the impact this has had to the delivery of the project.

Any other comments and observations you wish to add about the delivery and performance of your project.