

**Annex 4**

**Progress Report Forms for Project # 4**

***Development of Academic Reference Standards***

## Form 1: Progress Report for Activities of the Previous Period

Project Code:

Period Number:

From

To

Please provide supporting documents (e.g. minutes of meetings, workshop beneficiaries) and deliverables.

Activities/ Deliverables Code	Activities/ Deliverables Description	Status*	Planned Date	Actual Date	Delay Time	Remarks
<b>I</b>	<b>Needs assessment</b>					
<b>II</b>	<b>Documents of international academic reference standards (ARS)</b>					
<b>III</b>	<b>Seminars/Workshops</b>					
<b>IV</b>	<b>Sector ASR (Draft)</b>					
<b>V</b>	<b>Review meetings to get feedback from faculties on the ARS draft</b>					
<b>VI</b>	<b>Modified ARS version incorporating the stakeholders feedback</b>					
<b>VII</b>	<b>Sector ARS (final version)</b>					
<b>VIII</b>	<b>Implementation plan</b>					

Project Manager Name:

Signature:

Date:

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\* **Status:** C: Completed; I: In Progress; D: Delayed activities

**Form ۲: Major Problems Faced in the Previous Period**

Project Code:

Period Number:

From

To

<b>Delayed Activities/ Deliverables</b>	<b>Causes of the Problems</b>	<b>Impact on the Project</b>	<b>Required Corrective Actions</b>

Project Manager Name:

Signature:

Date:

## Form ۳: Staff Cost (LE) of the Previous Period

Project Code:

Period Number:

From

To

<b>Activities/ Deliverables Code</b>	<b>Professor</b>	<b>Assistant Professor</b>	<b>Lecturer</b>	<b>Non-academic Staff</b>	<b>Technician</b>	<b>Labor</b>	<b>Expert (Consultant)</b>	<b>Total Cost (LE)</b>
<b>I</b>								
<b>II</b>								
<b>III</b>								
<b>IV</b>								
<b>V</b>								
<b>VI</b>								
<b>VII</b>								
<b>VIII</b>								
<b>Total Cost (LE)</b>								

Project Manager Name:

Signature:

Date:

## Form 4: Equipment Cost (LE) of the Previous Period

Project Code:

Period Number:

From

To

<b>Equipment Name*</b>						<b>Total (LE)</b>
<b>Unit Cost</b>						
<b>Number of Units</b>						
<b>Total Cost (LE)</b>						

Project Manager Name:

Signature:

Date:

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 \* Please mention the name of the equipment

## Form 9: Implementation Cost (LE) of the Previous Period

Project Code:

Period Number:

From

To

Activities/ Deliverables Code	Printing	Software	Sub- contracting	Use of Infra Structure (Tel., Fax)	Conference/ Workshop	Travel	Others*	Total Cost (LE)
<b>I</b>								
<b>II</b>								
<b>III</b>								
<b>IV</b>								
<b>V</b>								
<b>VI</b>								
<b>VII</b>								
<b>VIII</b>								
<b>Total Cost (LE)</b>								

Project Manager Name:

Signature:

Date:

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\* Please specify such others

## Form 7: Financial Report of the Previous Period

Project Code:

Period Number:

From

To

	<b>Staff Cost (LE)</b>	<b>Equipment Cost (LE)</b>	<b>Implementation Cost (LE)</b>	<b>Total Cost (LE)</b>
<b>Total Cost (LE)</b>				

**Remaining balance from the previous period:**

**Project Manager**

Name:

Signature:

Date:

**UPMU Accountant**

Name:

Signature:

Date:

## Form TV: Summary of Project Progress for the Previous Quarter

- Project code:

- Quarter Number

From:

To:

Please provide a summary of project progress indicating the key successes of the project during this period.

Project Manager Name:

Signature:

Date: