

Project name:

Country:

Team members:

Half-way report - Change Project

(Please complete below and in bullet points if possible. Submit a second page with additional information only if necessary).

Activities.

A brief description of completed activities, meetings, field work or similar.

Achievements.

Results so far. Completed or draft checklists, guidelines etc. Submit the project documents as well. (guideline, checklist...)

Challenges.

Problems yet to solve and obstacles to avoid. What do you foresee?

Modifications to the project.

What has changed in scope, goals, or method?

Way forward.

Our plan to finish the project. Dates and remaining tasks.

