

Progress Report

(Complete after 5 months)



Project name:

Country:

Team members:

(Please use maximum 3 pages for this report and if possible, use bullet points)

Activities to date

Describe what has been done to date to progress with your change project. What key actions have you taken in the past five months (including actions to design, communicate, gain support for your project)?

Achievements

Describe what your activities and actions have resulted in so far.

What have been your accomplishments in terms of communicating and gaining approval and support for your change project, both within your organisation and by external stakeholders? How would you describe the (level and kind) of support attained for your project from your organisation?

What have been your accomplishments in terms of developing the contents and “deliverables” of your project (trainings, checklists, regulatory guidance, etc)?

Were the results of your first actions and activities so far as you expected? Have there been unexpected results?

Challenges and opportunities

Describe what challenges you have faced in initiating your project. Why have these challenges emerged? How have these challenges affected your progress? What challenges do you see going forward? Can you address these challenges?

Likewise, describe any opportunities that have emerged, expected or unexpected. Why have these opportunities emerged? What opportunities do you see going forward? Can you make use of these opportunities?

Modifications

Refer to your initial project plan. Consider the extent of support and approval you have gained from your organisation and other key stakeholders. Consider progress and accomplishments to date, as well as the emerging challenges/opportunities that you have identified. Provide a brief reflection on the following:

1. Does the main problem that you wanted to address remain relevant to your change project and your organisation? Do you need to make modifications and if so, how?
2. Does the overall goal (for the end of this ITP) remain relevant and realistic? Do you need to make modifications and if so, how?



3. Is it clear how the project promotes ways of working that integrate governance and equity principles for mine water and mine waste management, as introduced in the ITP? Do you need to make modifications in the contents and/or activities to ensure the project goes beyond “business as usual”?
4. Are the activities and your method for progressing with your project effective and relevant? Do you need to adjust in your activity plan? If so, describe these and provide an explanation.

Way forward

What will be your team’s next actions, to be taken? How will these actions move you towards your project goal, by the end of this ITP? Who will be responsible for what actions?

Monitoring project progress and team accountability

Describe how you are tracking and documenting actions, activities, and the progress of your change project.

Are you documenting accomplishments that are not only in the form of “deliverables” (e.g., your organisations’ support, indications that the introduction of new ideas or governance principles are gaining acceptance, engagement of stakeholders, “small” results or effects of actions taken, etc)?

Do you – as a team – have routines in place for taking stock of your progress and for adjusting your actions and designated responsibilities accordingly? Do you need to make modifications in your progress monitoring. If so, how?

