|  |  |
| --- | --- |
| Company Name: |  |
| Project Number: |  |
| Company Contact Name: |  |
| Contact Email Address: |  |
| Document Date: |  |
| Service Provider Company Name: |  |
| Consultant Name: |  |

# Progress Report

## Project Objectives

What did you want out of the project?

## Project Activities

List the activities carried out with the Service Provider and link to the objectives



## Key Challenges

List the challenges encountered and how/whether they were overcome

## Opportunities identified

List the opportunities identified and possible actions to take that will address/develop them. Where actions have being taken on items identified, please outline these as well.

## Action plan

**Process development needs**

Identify areas where digital can help optimise/transform a business process. E.g. better customer journey, more efficient production, use of intelligent dashboards

**Skills needs assessment**

|  |  |
| --- | --- |
| Skills gap | Training recommendations |
| e.g. C Suite Awareness building, cyber upskilling, Digital Sales/Marketing |  |
|  |  |

**Technology investment needs**

Outline technology investment, images, architectural diagrams

## Outline any potential business cost savings/gains identified

*E.g. Saving on salary by removing duplication of work, removing of manual processes, increase profit margins on production through better efficiency.*