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| --- | --- |
| Company Name: |  |
| Project Number(s)[[1]](#footnote-2): |  |
| Company Contact Name: |  |
| Contact Email Address: |  |
| Document Date: |  |

# Progress Report

## **Project Objectives**

What are the objectives of the project? – explain the context and background (10-20 lines).

[Refer to the original application including specific metrics and targets].

## **Activities Carried Out**

What improvements/project work has been carried out as a result of the training support?

[There is no need to list training carried out as that information is captured in the Claim cost workbook].

## **Project Impacts**

List the key impacts to date. Include where relevant:

1. **Measurable and qualitative operational improvements** e.g. cost savings, reduction in delivery lead times, capacity increases, service and product quality improvements indicated in reduced defects and improved customer feedback and retention.
2. **Cultural impacts** e.g. better communication and teamwork, embedding innovation / problem solving culture
3. **Strategic business impacts** e.g. increased productivity, competitiveness, resilience, sustainability.

[Insert illustrative diagrams, charts or photos where possible].

## **Key Challenges and Plan to Completion**

* List any significant challenges that may have impeded the delivery of the training and objectives.
* Have there been any significant deviations from the original plan? Explain the context and rationale for deviations and how the changes impact on the project objectives.
* Is the project on target?

1. Use a single progress report even where separate General Training and Management Development grants were approved [↑](#footnote-ref-2)