**TAC RESEARCH PROGRESS REPORT TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **PROJECT TITLE:** |  | **PROJECT CODE:** |
| **ORGANISATION:** |  | |
| **PROGRESS PERIOD:** | (Start Date – End date) | |
| **KEY CONTACT:** |  | |

**Part A:**

**1. Concise summary of activities since last progress report**

**2. a) A brief evaluation of the Organisation’s achievements measured against the key Project tasks, relevant critical milestones and desired outcomes as set out in the Project Plan;**

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| --- | --- | --- | --- | --- | --- |
| **Key Project Task** | **Persons Responsible (and Org. if applicable)** | **Agreed Deliverables** | **Performance Criteria and key indicators** | **Status**  **Not Commenced/**  **Commenced/**  **Completed** | **Comments** |
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|  |  |  |  |  |  |

**b) Current status and projection of success of stated aims at project completion**

|  |  |  |
| --- | --- | --- |
| **Aim** | **Status**  **Already met/**  **On track/**  **Experiencing difficulties/**  **Abandoned\*** | **Comments/actions required** |
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**\* No project aim should be abandoned without prior consultation with TAC Research**

**3. Brief summary of project findings/results to date**

**4. Publications and Presentations**

*format required for publication* ***–*** Surname Capitals, Surname Capitals. Title. Journal. Year; volume(issue):page-page

*format required for presentations* ***–*** Surname Capitals, Surname Capitals. Title. Conference; year Month date-date, City, Country

**PART B:**

**1. Barriers encountered (if any)**

|  |  |  |
| --- | --- | --- |
| **Barrier Encountered** | **Contingency Employed** | **Outcome** |
|  |  |  |
|  |  |  |

**2. Potential risks (if any)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Identified** | **Likelihood** | **Potential Implication** | **Plan to minimise risk** | **Actions taken** |
|  |  |  |  |  |
|  |  |  |  |  |

**PART C:**

**Proposed Alterations to the Project Plan (if any):**

**a. Description of the proposed change**

**b. Rationale for the change**

**c. Revised timelines**

**d. Budget Implications**

**e. Impact on deliverables**

**PART D:**

**Information specifically requested by TAC Research.**

**PART E:**

**A summary of project progress within the recent progress period for public release.**

**PART F:**

**Use of funds (Please complete and attach the Project Budget template for your project).**