



مؤسسة ساويرس للتنمية الاجتماعية
Sawiris Foundation For Social Development

PROJECT PROGRESS REPORT

I. Cover letter

- 1. Name of project*
- 2. Date*
- 3. Milestone(s) and period covered by the progress report*
- 4. Name and full street address of the organization*
- 5. Contact person(s) and title(s)*
- 6. Project Manager name and contact information*
- 7. Short description of project*

II. Review

Referring to the original project proposal, briefly restate the purpose of the milestone(s) covered by this progress report, and the accomplishments to be achieved.

III. Accomplishments

- 1. Key achievements accomplished during this milestone*
- 2. Challenges or setbacks encountered*
- 3. Organization approach to address identified challenges*
- 4. Contributions by other organizations involved in the implementation of the project (where applicable)*

IV. Finances

Financial statement for the period covered by this progress report. This should specify, for each budget activity, the amount approved in the project proposal and the actual amount spent. Any difference between these two amounts should be clearly accounted for.