

**Lancang-Mekong Cooperation Special Fund**

**Project Progress Report**

**Project Title:**

**Implementing Agency:**

DD/MM/YYYY

**PROJECT DETAILS**

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| **LMC Member Country:** |
| **Project Title:** |
| **Project Approved Year:** |
| **Proponent (ministerial level):** |
| **Implementing Agency:**  Contact name: Tel:  Fax: Email: |
| **Approved Budget:** |
| **Commencement Date:** |
| **Planned Completion Date:** |
| **Project Description:** *brief description of the background, content and activities of the project.* |
| **Project Objective:** *objective and expected outcome of the project.* |

**PROJECT PROGRESS**

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| 1. **Progress in Implementation**   *What have been done and how the project is going, whether the project goes as planned. Outputs are better to be quantified, for example, how many meetings or seminars have been held, how many papers have been published. If there’s any adjustment on the plan, describe the reasons in detail.* |
| 1. **Problems and Challenges**   *Problems or challenges that affected project implementation, and how they were resolved.* |
| 1. **Financial Analysis**   *List the expenditure of each program or activity. Analyze the budget performance in detail.* |
| 1. **Performance Assessment**   *Make an assessment of the whole project performance, how much of the original objective has been achieved.* |

**FUTURE WORK PLAN**

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| 1. Time Schedule  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Activities** | **Time Frame** | | | | | | | | | | | | | **Quater1** | | | **Quater2** | | | **Quater3** | | | **Quater4** | | | | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | 1 | 2 | 3 | | 1.abc |  |  |  |  |  |  |  |  |  |  |  |  | | 2.def |  |  |  |  |  |  |  |  |  |  |  |  | | 3.ghi |  |  |  |  |  |  |  |  |  |  |  |  | | 4. |  |  |  |  |  |  |  |  |  |  |  |  | | 5. |  |  |  |  |  |  |  |  |  |  |  |  | | 6. |  |  |  |  |  |  |  |  |  |  |  |  | |
| 1. Plan Adjustment (if any)   *If there’s any adjustment to the project, please state the reasons for changes, the estimated relevant influences on the project’s objectives, activities and outputs, etc. If it’s necessary, an additional report will be required.* |
| 1. Objective Outcome   *Final outcome of the whole project, and how will this project contribute to LMC* |
| 1. Estimated Expenditure   *Make an estimation to the total expenditure of the project.* |