Date of this Update Report (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Information

Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Start Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Finish Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Budget Approved ($ CAD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving Partner

Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFI Project Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HFI Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phase of Update Information

Project Phase Updated on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Definition, Design, Build[1-3],
 Commission)

Planned Start Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Start Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Finish Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Finish Date (YYMMDD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Released for this Phase ($ CAD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Spent for this Phase ($ CAD): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Project Agent with assistance from the Project Coordinator will use this template to provide an update report on the progress of the Project at the conclusion of each phase. Once received by HFI and approved the update narratives and actual vs, planned milestone information will be posted on the HFI website on the Project Updates page.

1. **Milestones Achieved:***Describe whether each major milestone date within this phase was achieved on time, later or earlier than planned. In the case where milestone dates were under- or over-achieved, state the primary cause for the difference? Describe any carry-over implications from this phase on the milestones planned for the subsequent phase.*

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1. **Financial Performance:***Describe the funds that were released (approved) and what the actual spending was for this phase of the project? In the case where release funds remain state the major reasons why? If any activities remain outstanding due to insufficient funds, state the plan forward to deliver the incomplete activities as part of the next phase of the project and the funding solutions to satisfy the unplanned needs? In all cases of describing planned vs. actual expenditures, provide the detail by cost category in alignment with how the project budget was set out by major cost category.*

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1. **Work Activities – Quality Assessment:**
	* *Summarize the key (and supporting/dependent) work activities that were performed during this phase and the degree to which they were successfully executed when assessed against the standard required for the successful delivery of the Outcomes of the project?*
	* *Describe the performance of the assigned personnel performing the activities?*
	* *Describe the performance of other supporting resources that were consumed as part of the completion of key activities?*
	* *Describe any carry-over implications from unfinished, incomplete or substandard (needing rework) work activities during this phase on the work activities planned for the subsequent phase?*

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1. **Risks:***Describe issues that arose during this phase that negatively impacted the Project implementation from either a timing, cost, or quality perspective? How were these risks mitigated? If the impact of any risk was not fully mitigated by the completion of this phase, state how the issue may impact the subsequent phase(s)?*

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**Opportunities:***Describe opportunities that arose during this phase that positively impacted the Project implementation plan from either a timing, cost, or quality perspective? How were these opportunities exploited? Will there be any continuing favorable impact from exploiting this opportunity on the planned dates and costs of the subsequent phase(s)? If yes, quantify estimates as fully as possible.*

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1. **Overall Progress towards Project Outcomes:***As a general wrap-up to this update report, describe an overall summary of how the project made progress against its planned objectives for this phase and how that contributes to the planned outcomes by closeout. Provide your assessment whether the project is “on-track” or not in general terms and why. Capture here any other information pertinent to the ongoing successful oversight and stewardship of the planned project milestones and the committed project resources.*

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1. **Update Photos:***Provide file links for up to three photos that provide images to help convey how the project is progressing. These photos, once approved will be displayed along with the project narrative on the Project Update page of the HFI website.*

Progress Update Photo 1: *Link ID*

* Photo 2 (optional): *Link ID*
* Photo 3 (optional): *Link ID*