Appendix G

Project Monitoring Report

Please submit through your APEC Secretariat Program Director

***by August 1 and February 1 of each year***.

SECTION A: Project profile

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| **Project number & title:** |  | | |
| **Time period covered in report:** |  | **Date submitted:** |  |
| **Committee / WG / Fora:** |  | | |
| **Project Overseer Name: Organization / Economy** |  | | |

SECTION B: Project update

***Briefly answer each of the questions below to a maximum of 2-3 pages. If you have submitted previous Monitoring Reports, focus on progress since the last report.***

1. **Current status of project:**

* **On schedule: YES / NO**
* **On budget: YES / NO**
* **On target to meet project objectives: YES / NO**

**If NO, provide details: How far off schedule, budget or objectives? What actions are being taken to resolve delays? What support is needed from your Committee or the Secretariat?**

1. **Implementation: Describe progress against the project work plan and proposed objectives.**

* **Were adjustments made to the scope or timing of the project?**
* **What outputs (e.g. agenda, report, workshop, tools, best practices) have been delivered? How have/are these outputs being utilised?**

1. **Evaluation: What are the indicators developed under the project to measure progress/success? Has baseline information or evaluation results been collected? How will any potential impacts on gender be measured? If relevant please provide details.**

1. **Challenges: If not covered in Q1, describe any issues which impacted (or might still impact) on the effective delivery of the project. How have these affected the objectives, deliverables, timeline or budget? What are the risk management strategies in place to manage potential or real risks**

1. **Engagement: Describe the engagement and roles of stakeholders in the implementation of the project, including other APEC fora, experts and participants.**

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| **FOR APEC SECRETARIAT USE ONLY** *APEC comments: Is the project management effective? How could it be improved? Are APEC guidelines being followed?* |
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