**Activity Report**

***Instructions:*** *Submit this form on completion of the activity to OpenEMIS Administration section and UN/Government Focal Points. If the activity is on-going, fill in the form with a progress report of tasks accomplished during the reporting period. This form signed by the Government/UN Focal Point serves as certification for payment.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART A – PROJECT OVERVIEW** | | | | | | | | | |
| Project Name | |  | | Project Start Date | | | |  | |
| Project Reference | |  | | Project End Date | | | |  | |
| Project Sponsor | |  | | Project Client | | | |  | |
| Sponsor Focal Point | |  | | Client Focal Point | | | |  | |
| **PART B – ACTIVITY OVERVIEW** | | | | | | | | | |
| Activity Name | |  | | Activity Start Date | | | |  | |
| Activity Reference | |  | | Activity End Date | | | |  | |
| **PART C – ACTIVITY DETAILS** | | | | | | | | | |
| Objectives, Description, Purpose, Expected Deliverables and Means of Verification | | | | | | | | | |
| Description:  Purpose:  Expected Deliverables:  Means of Verification: | | | | | | | | | |
| **PART D – ACTIVITY STATUS** | | | | | | | | | |
| Deliverables | | | | | | % Complete | | | |
|  | | | | | |  | | | |
| Evidence of Achievements and Results | | | | | | | | | |
|  | | | | | | | | | |
| Risks, Constraints, Issues and Lessons Learned | | | | | | | | | |
|  | | | | | | | | | |
| **PART E – CLIENT EVALUATION** | | | | | | | | | |
| Evaluation Questions | Strongly Agree | | Agree | | Neutral | | Disagree | | Strongly Disagree |
| The planned objectives were achieved? |  | |  | |  | |  | |  |
| The team performance was satisfactory? |  | |  | |  | |  | |  |
| The preparation was satisfactory? |  | |  | |  | |  | |  |
| The duration was satisfactory? |  | |  | |  | |  | |  |
| The quality was satisfactory? |  | |  | |  | |  | |  |
| **PART F – CLIENT ACCEPTANCE** | | | | | | | | | |
| Name | |  | | Position | | | |  | |
| Signature | |  | | Date | | | |  | |
| Comments, Recommendations and Follow-On Actions | | | | | | | | | |
|  | | | | | | | | | |
| **PART G – SPONSOR ACCEPTANCE** | | | | | | | | | |
| Name | |  | | Position | | | |  | |
| Signature | |  | | Date | | | |  | |
| Comments, Recommendations and Follow-On Actions | | | | | | | | | |
|  | | | | | | | | | |