**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.*

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| **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 |
|   |