

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					