

End of year one project reporting tool



Project summary

Organisation name

Project duration

Project name

Project manager/lead

Project location

Is there a website or other social media related to the project?

Project start date



1. Please summarise the activities delivered by your project in the last year.

2. What have been the most significant achievements of this year?

3. What has not gone so well and why?

4. What key lessons will you take into the future of this project, or another project?

5. Please share one story of change that has come about as a result of your project this year. This might be a story told by a participant about themselves or something that you have observed as staff.

Who will you share this story with and how?

End of year one project reporting tool continued



Objectives What are the main changes you hope to see as a result of your project?	Indicators What information do you need to determine whether you have met that objective?	Target What do you hope to achieve in your first year?	Progress What progress have you made towards achieving your objective?
<i>Example: More young adults with learning disabilities will gain and sustain employment</i>	<i>1a. # of young adults with learning disabilities employed in church café</i>	<i>20 people employed</i>	<i>18 people employed</i>
	<i>1b. Length of their employment</i>	<i>At least 50% of those employed for more than 6 months</i>	<i>65% of those employed for more than 6 months</i>