ANNEX H

Monthly Project Report

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| --- | --- | --- | --- |
| Project Details and General Information | | | |
| Lead Contact: | |  | |
| Submission Month: | |  | |
|  | | | |
| Payment | | | |
| Amount billed: |  | | |
| Invoice Number: |  | | |
| Check this box to confirm you have attached your invoice | | | |
| Check this box to confirm that the Financial Director or equivalent has certified the financial figures as true and accurate | | | |
|  | | | |
| Project Milestones and Deliverables | | | |
| Please identify the agreed project milestones or deliverables for this month and detail the progress against each. | | | |
| Agreed Milestone or deliverable | | | Progress Report |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | | |
| Project Summary | | | |
| For this period, please provide a brief project update including resources expended as well as any risks, opportunities or issues | | | |
|  | | | |

I confirm that the information provided in this report is correct to the best of my knowledge

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_