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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_