

## APPENDIX F: PROJECT PROGRESS REPORT TEMPLATE

This appendix is also in the attachments section of the online ITT titled “Project Progress Report” on Bravo.

### FISHERIES INDUSTRY SCIENCE PARTNERSHIP (FISP)

### PROJECT PROGRESS REPORT

#### Guidance

Depending on your chosen start date your specific reporting timeline will vary. However, your reporting frequency must align with the following pre-defined dates.

A reporting timeline example is given for reference only.

Pre-defined dates	Example Reporting timeline
1 <sup>st</sup> April 2023	Project Start
1 <sup>st</sup> July 2023	Year 1 Quarter 1
1 <sup>st</sup> October 2023	Year 1 Quarter 2
1 <sup>st</sup> January 2024	Year 1 Quarter 3
1 <sup>st</sup> April 2024	Year 1 Quarter 4
1 <sup>st</sup> July 2024	Year 2 Quarter 1
1 <sup>st</sup> October 2024	Year 2 Quarter 2
1 <sup>st</sup> January 2025	Year 2 Quarter 3
1 <sup>st</sup> April 2025	Year 2 Quarter 4 (Final)

Brief quarterly reports (months 3 and 9 of each project year) should be no more than 2 pages long [not including annex(es)] and detail:

- The work undertaken in the preceding period including:
  - a. a summary of the data collection and research undertaken (actual data is not expected to be provided)
  - b. any unanticipated delays or challenges with detailed impacts on progress and mitigation efforts
- How work will proceed in the next period including any anticipated delays or challenges



Department  
for Environment  
Food & Rural Affairs

**Detailed written semi-annual reports at months 6 and 12 of each project year. These should be no more than 5 pages long [not including annex(es)]. It must detail:**

- The work that has been undertaken in the preceding period including:
  - a summary of the data collection and research undertaken (actual data is not expected to be provided)
  - any unanticipated delays or challenges with detailed impacts on progress and mitigation efforts
  - lessons learned in conjunction with project partners (to encourage open communication throughout the project)
  - report against Key Performance Indicators (KPI's) set out in contract
  
- How work will proceed in the next period including any anticipated delays or challenges

Please provide the report using the template below and include any appendixes.

**Please ensure the risk management log at the bottom of the report is also updated.**

The risks and how they are being managed will be reviewed by the Authority throughout the project.

Using the table below:

- A. Describe the risks that may impact project progress.
  - B. Detail the likelihood of risk occurring without mitigation actions as Low/Med/High.
  - C. Detail the impact on Time/Cost/Technical/Contractual/Resource **if** risk occurs as Low/Med/High
  - D. Describe mitigation actions put into place to avoid risk
  - E. Add rows as necessary
-



Department  
for Environment  
Food & Rural Affairs

**A final scientific report which includes methodology, results, data analysis and project conclusions must be submitted on completion of the project.**

These must be openly published and disseminated to the fishing industry, seafood sector and other research organisations.

These final reports must be uploaded to the relevant MEDIN Data Archive Centre along with the data collected, as per data standards set out on MEDIN.

Please ensure all reports are presented in Arial 11.

Please send all reports to [fisp@defra.gov.uk](mailto:fisp@defra.gov.uk) no later than two weeks after the milestone date.



Department  
for Environment  
Food & Rural Affairs

PROJECT TITLE: XXXXXXXXXXXXXXXX

PROJECT CODE: XXXX

COMMERCIAL RESTRICTED

**Supplier lead** contact and contact details:

NAME

TEL NUMBER

[EMAIL ADDRESS](#)



Department  
for Environment  
Food & Rural Affairs

**Milestone Title:**

**Start Date:**

**End Date:**

**Summary of Research and Data Collection Undertaken in this Period -**

**Unanticipated Delays or Challenges -**

**Lessons Learned (Semi-Annual Only) -**

**Key Performance Indicators (KPI's) (Semi-Annual Only) -**

**Next Period -**

**Report Summary –**



Department  
for Environment  
Food & Rural Affairs

**Risk Register**

Category	Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Impact after mitigation (L/M/H)	Risk status
<i>Eg, Technical</i>	<i>The project is unable to develop a viable value-added product for megrim sole and spider crab within the timeline for the project.</i>	<i>M</i>	<i>M</i>	<i>Ensuring a robust and transparent work breakdown structure and corresponding gantt chart will allow the project timeline and responsibility for actions to be visible to all project members. Regular meetings with the consortium will help keep key or interdependent deliverables on track, whilst providing opportunities to help team members complete deliverables or to reassign tasks.</i>	<i>L</i>	<i>L</i>



Department  
for Environment  
Food & Rural Affairs