|  |  |
| --- | --- |
| Company Name: |  |
| Project Number: |  |
| Company Contact Name: |  |
| Contact Email Address: |  |
| Document Date: |  |
| Service Provider Company Name: |  |
| Consultant Name: |  |

# Progress Report

## Project Objectives

What did you want out of the project?

## Project Activities

Describe the high-level activities (internal projects) carried out to date, building on work done in any previous claim.

There is no need to list the names of those who worked on each project as that information is captured in the Claim cost workbook. Insert illustrative diagrams, charts or photos where possible of the work – before and after.

Comment on the approach to the project and in particular the input of the Consultant/Service Provider in the management of the project.

## Key Challenges

List the challenges encountered and how/whether they were overcome

## Project Impacts

List the key impacts, outcomes & benefits in terms of both productivity and cultural change in the company;

### Impact Metrics table from the improvement project(s).

|  |  |  |
| --- | --- | --- |
|  | Measure | Notes / Rationale  |
| Annualised cost savings (€ estimated) |  | Based on …  |
| Output capacity increase where relevant (% estimated) |  | Based on … e.g. delivery of X% more units in the same time… |