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| **Innovative workforce fund**  **Progress Performance Report**  This report is due on 31 October 2017 |

This template is for organisations participating in the Innovative Workforce Fund (the Fund) to document their project activities, and to reflect on what has been learnt.

It is for adaptation and use as required by each organisation.

1. Date when last updated:

Version number

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| --- | --- |
| **Organisation** |  |
| **Project Name** |  |
| **Contact name and position of person responsible for evaluation** |  |
| **Contact details** |  |

**Reflecting on implementation and early outcomes**

*Even though your project will be at an early stage, please describe what has happened to date in response to the questions below.*

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| 1. **Describe which outcomes have been fully or partly met?** Refer to any data you have collected so far |  |
| 1. **Have there been any unexpected outcomes or issues?** How have they affected your project, positively or negatively? |  |
| 1. **Has the project proceeded according to your activity work plan?** If not please provide a detailed explanation of reasons. |  |
| 1. **Have you changed your program logic and/or evaluation and learning plan?** If so please explain how and why. |  |

### Project establishment

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| **How have you have engaged key stakeholders in the design and governance of your project to date. What have you done to engage each group; what is going well and what has not proceeded as planned?** | |
| * 1. Service users, family or carers |  |
| * 1. Workers/potential workers |  |
| * 1. Other stakeholders (provide details) |  |
| **What methods are you using to communicate information about the project to stakeholders?** | |
| **What is working well?** |  |
| **What could be improved?** |  |