

October 2023

Ministry of Finance and Treasury &

Ministry of National Planning and Development Coordination

Honiara, Solomon Islands

\*This template was modified from MDPAC. (2018). “MTDP Programme/Project Status Reporting Template”.

**Quarterly project   
monitoring report TEMPLATE  
FOR EXTERNALLY FINANCED PROJECT**

**Government of Solomon Islands**

| **QUARTERLY PROJECT MONITORING REPORT** | | | | | | | |
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| **Section One: Programme/Project Information & Budget** | | | | | | | |
| **Programme/Project Title** |  | | | | | | |
| **Implementing Agency** |  | | | | | | |
| **Project Coordinator/s** |  | | | | **Sector** |  | |
| **Locations** |  | | | | | | |
| **SIG Project Code** |  | | **Funding Source(s)** | |  | | |
| **NDS 2016-2035 Objectives** | 1 2 3 4 5 - circle only ***ONE*** NDS Objective | | | | | | |
| **Medium Term Strategy (MTS)** |  | | | | | | |
| **Budget** | | | | | | | |
| **Total Project Budget $M** |  | **Total Budget Allocation 2017** | |  | **Start date of Project** | |  |
| **Committed Expenditure as of the end of the quarter** |  | **Balance Available as of the end of the quarter** | |  | **Comments on Expenditure** | |  |

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| **Section Two: Outcomes & Performance Targets for Project/Programme** | | | | |
| **Planned Outcome/s and Performance Targets (from log frame)** | | **Outcomes and Performance Targets achieved to date (if any)** | **Outcome Traffic Light Status**  **Green - on track Yellow - minor issues**  **Orange - significant issues**  **Red - off track** | **Comments (including why outcomes achieved or not achieved and other information considered relevant)** |
| **Outcome** | **Performance Target and Indicators** |
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| **Section Three: Outputs, Performance Targets/Indicators, Activities and Milestones - For each Output** | | | |  |  |  |
| **Planned Outputs and Performance Targets/Indicators (from log frame)** | | **Outputs and Performance Targets/Indicators achieved/not achieved this reporting period** | **Output Traffic Light Status**  **Green- on track Yellow- minor issues**  **Orange-**  **significant issues**  **Red- off track** | **Output Stage**  **1=Still to commence**  **2 = Preparation**  **3= Procurement**  **4= Implementation**  **5= Complete** | **% Output completion (estimate)**  **(Range from 0% to 100%)** | **Comments (including why outputs achieved or not achieved and other information considered relevant)** |
| **Output One** | **Performance Target and Indicators** |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Planned Activities and Milestones (from log frame)** | | **Activities and Milestones achieved/not achieved this reporting period** | **Activity Traffic Light Status**  **Green - on track Yellow - minor issues**  **Orange - significant issues**  **Red - off track** | **Activity Stage**  **1=Still to commence**  **2 = Preparation**  **3 = Procurement**  **4 = Implementation**  **5 = Complete** | **Comments (including why activities and milestones achieved or not achieved and other information considered relevant)** | |
| **Activities & Milestones** | |
| 1.1 | |  |  |  |  | |
| 1.2 | |  |  |  |  | |
| 1.3 | |  |  |  |  | |
| 1.4 | |  |  |  |  | |
| 1.5 | |  |  |  |  | |
| 1.6 | |  |  |  |  | |

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| **Section Three (continued): Outputs, Performance Targets/Indicators, Activities and Milestones - For each Output** | | | |  |  |  |
| **Planned Outputs and Performance Targets/Indicators (from log frame)** | | **Outputs and Performance Targets/Indicators achieved/not achieved this reporting period** | **Output Traffic Light Status**  **Green - on track**  **Yellow - minor issues**  **Orange - significant issues**  **Red - off track** | **Output Stage**  **1 =Still to commence**  **2 = Preparation**  **3 = Procurement**  **4 = Implementation**  **5 = Complete** | **% Output completion (estimate)**  **(Range from 0% to 100%)** | **Comments (including why outputs achieved or not achieved and other information considered relevant)** |
| **Output Two** | **Performance Target and Indicators** |
| 2. |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Planned Activities and Milestones (from log frame)** | | **Activities and Milestones achieved/not achieved this reporting period** | **Activity Traffic Light Status**  **Green - on track**  **Yellow - minor issues**  **Orange - significant issues**  **Red - off track** | **Activity Stage**  **1 =Still to commence**  **2 = Preparation**  **3 = Procurement**  **4 = Implementation**  **5 = Complete** | **Comments (including why activities and milestones achieved or not achieved and other information considered relevant)** | |
| **Activities & Milestones** | |
| 2.1 | |  |  |  |  | |
| 2.2 | |  |  |  |  | |
| 2.3 | |  |  |  |  | |
| 2.4 | |  |  |  |  | |
| 2.5 | |  |  |  |  | |
| 2.6 | |  |  |  |  | |

Add additional output tables if required

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| **Section Four: Issues and Project Risks for each Output** | | | |
| **Issues Hindering Implementation - Project Risk Management Statement** | | | |
| **Risk (Project Risks Only)** | **Likelihood of occurring**  **(Low/Med/High)** | **Seriousness**  **(if does occur)**  **(Low/Med/High)** | **Mitigation Strategy** |
| 1. **Output One Name** | | | |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1. **Output Two Name** | | | |
| 2.1 |  |  |  |
| 2.2 |  |  |  |

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| --- | --- |
| **Section Five: Comments and Unexpected and/or Unplanned Outputs** | |
| **Any Other Comments (including unexpected/unplanned outputs – positive or negative)** |  |
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| **Where available, please attach photographs of relevant activities and outputs to this report as verification of progress** |

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| **Section Six: Report Signoff & Lodgement** | | | |
| **Ministry Responsible Officer Name and Role:** |  | **Ministry Responsible Officer Signature:** |  |
|  |  |  |  |
| **MoFT Focal Officer Name:**  **(MoFT office use only)** |  | **MoFT Focal Officer Signature: (MoFT office use only)** |  |
|  |  |  |  |
| **Date of Submission by Ministry to MoFT:** |  | **Date of registration by MoFT Focal officer (MoFT office use only) :** |  |

|  |  |
| --- | --- |
| **Section Seven: MoFT Office Use Only** | |
| **MoFT Focal Officer Comments:** |  |
| **Follow up Action recommended:** |  |
|  |
| **Follow up Action taken by FO (required if any ratings orange or red):** |  |
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**EXPLANATORY NOTES**

1. Outcomes are the results of the outputs for project beneficiaries, systems, organisations, etc, and should be achievable by the end of the project’s implementation. E.g., Increased economic activity and a performance target of 10,000 additional jobs by 2019. There may be some progress toward outcomes if the project has been in place for some time.
2. Outputs are goods, works, and services delivered by the project, e.g., 50 ha cocoa trees planted. Performance targets/indicators are outlined in your log frame.
3. Activities are the groups of tasks carried out to produce the desired outputs. These require completion dates and important milestones for each activity as documented in your log frame.
4. Traffic light status – GREEN (On track to be achieved on schedule. Does not require comment but you may choose to comment) YELLOW (Minor concerns about achievement on schedule. For advice only) ORANGE (Significant concerns about achievement on schedule. Requires comment explaining rating and is for management attention) RED (Off Track to be achieved on schedule. Requires comments explaining rating, mitigation strategies and management action)
5. Output stage - the overall stage of delivery of each Output - 1= Still to commence (no work at all) 2=Preparation (can include planning, feasibility studies, etc) 3 = Procurement (includes preparing tenders, detailed design, etc) 4 = Implementation (includes construction, policy implementation (if not infrastructure project), service delivery 5 = Complete – all activities and outputs delivered
6. % Output completion – Estimate of the percentage of overall Output completion, based on delivery of activities to date.
7. Activity stage – stage of delivery of each listed activity. 1= Still to commence (no work at all) 2=Preparation (can include planning, feasibility studies, etc) 3 = Procurement (includes preparing tenders, detailed design, etc) 4 = Implementation (includes construction, policy implementation (if not infrastructure project), service delivery 5 = Complete – all activities and outputs delivered
8. Project Risk Management Statement – list only risks to the project; these may be new and emerging risks. If your traffic light status is Red, please identify mitigation strategies here.
9. Unexpected or unplanned outputs are those not in the log frame. They may be beneficial or negative to the project and should be noted in the ‘any other comments’ section.
10. Insert rows for Activities and Outputs as needed and extend text boxes to add other Information as necessary.
11. Photograph verification - Where possible please include photos to verify activity and output progress.