

U.S. Department of Labor
Bureau of International Labor Affairs/Office of Foreign Relations

TECHNICAL PROGRESS REPORT FORMAT

PROJECT #:	COUNTRY/PROJECT NAME:	
FUNDING:	PROJECT DURATION:	EVALUATION DATES: Mid-term: Final:
DATE SUBMITTED:	REPORTING PERIOD:	CONTACT:
PROJECT OBJECTIVES: <u>Development Objective:</u> <u>Immediate Objective(s):</u> <u>Sub Immediate Objective(s):</u>		

I. OVERALL PROGRESS

[Attach Data Tracking Table and any reporting against the Performance Monitoring Plan (PMP) as an annex.]

II. MAJOR TRENDS

III. PROBLEMS, PROPOSED SOLUTIONS, ACTIONS TAKEN OR REQUIRED

Problems

Proposed Solutions

Actions Taken/Required

IV. NEW PROPOSALS (activities, staffing, funding, etc.)

V. LESSONS LEARNED