LCTT Challenge Fund – Monthly update report template

Email this table to LCTT@est.org.uk by the 5th day of the following month.

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| **Project ref no.:** |  |
| **Name of organisation:** |  |
| **Project name:** |  |
| **Reporting month:** |  |
| **Progress:** | Detail progress during the reporting month, *e.g. project manager hired, tenders issued for construction contract, planning permission confirmed etc.* |
| **Risks:** | Detail any emerging or materialising risks. Note mitigation strategy where appropriate. |
| **Progress against project plan:** | Detail project’s overall progress against project plan, reporting any slippages or issues. |
| **Output log:** | **Description of activity** | **Date completed** | **Location** | **Type of activity** | **Number** | **Units** |
| *e.g. Handing out leaflets* | *28/04/2018* | *Dundee Train Station* | *Outreach* | *438* | *leaflets* |
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