LCTT Challenge Fund – Monthly Update Report Template – Round 3

Email this table to [LCTT@est.org.uk](mailto:LCTT@est.org.uk) by the 5th working 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.* |
| **Any risks or issues:** | Detail any emerging or materialising risks, *e.g. milestones not completed on time, potential overspend, etc*.  Note mitigation strategy where appropriate. |
| **Progress against project plan:** | Detail project’s overall progress against the original project plan, reporting any slippages or issues.  Please report on all activities, including the ones where no progress occurred this month.  For past dates, please put in actuals. For future dates, please put in the most realistic forecast to date. Please also comment in case of deviation from the project plan.   |  |  |  |  | | --- | --- | --- | --- | | **Milestone / activity** | **Start date** | **Completion date** | **Comments** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |