**A person holding a sign

Description automatically generated**

**Project Name**

|  |  |
| --- | --- |
| Project Name: |  |
| SPD Project Code: | <Insert the project code provided when the project was approved> |
| Entity: | <entity responsible for delivery of the project> |
| Project Manager: | <include the name of the person responsible for the delivery of the project> |
| Date Project Commenced |  |
| Union Approver: | <Union to complete> |
| Reporting Period: |  |
| SPD Arena Leader: | <Insert the Arena leader who has been consulted on this implementation of the project> |
| Report submitted by | <include the name of the person responsible for the writing this report> |

**Executive Summary**

*Insert the Executive summary from your project application.*

# Current Project status

*For each milestone on the project, please note the current status as either Completed, On Track, Off Track, or Waiting and any other notes that may be relevant to understanding the progress of your project. For milestones that have a status of waiting please indicate your expected start date.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones - the key steps to deliver the project.**  *Use a single word or a short sentence to describe each step of the project. 1 milestone for each row.*  *Add rows as necessary* | **Description/Notes**  *Enter any notes that may be necessary to explain your progress on achieving this milestone.* | **Progress**  *Please select from drop-down menu: Completed, On Track, Off Track, or Waiting.* | **Expected Start Date**  *Enter the start date for each step.*  *Eg. Beginning May 2020.* | **Due Date**  *Enter the due date for each step.*  *Eg. End of July 2020.* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Learning so far.

*Please list anything that you have learnt so far during the implementation of the project.*

# Pivot, Pull, Persevere? (a self-evaluation of your project)

*If the money being spent was your personal money, please indicate if you would Pivot, Pull or Persevere with the project and why?* ***Pivot =*** *Change direction because it’s not working,* ***Pull =*** *Stop spending money on the project and cancel it.* ***Persevere =*** *Keep spending money on the project its working – even if slowly.*