

**Annex ३**

**Progress Report Forms for Project # ३**

***Establishment of Internal Quality Assurance System***

## Form 1: Progress Report for Activities of the Previous Period

Project Code: \_\_\_\_\_

Period Number: \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Please provide supporting documents (e.g. minutes of meetings) and deliverables.

| Activities/<br>Deliverables<br>Code | Activities/ Deliverables<br>Description                               | Status* | Planned<br>Date | Actual<br>Date | Delay<br>Time | Remarks |
|-------------------------------------|---|---------|-----------------|----------------|---------------|---------|
| <b>I</b>                            | <b>Needs Assessment</b>   |         |                 |                |               |         |
| <b>II</b>                           | <b>Organizational structure of the<br/>performance appraisal unit</b> |         |                 |                |               |         |
| <b>III</b>                          | <b>Workshops</b>  |         |                 |                |               |         |
| <b>IV</b>                           | <b>Course specifications</b>  |         |                 |                |               |         |
| <b>V</b>                            | <b>Course reports</b>   |         |                 |                |               |         |
| <b>VI</b>                           | <b>Programme specifications</b>                                       |         |                 |                |               |         |
| <b>VII</b>                          | <b>Programme reports</b>  |         |                 |                |               |         |
| <b>VIII</b>                         | <b>Documents (1-6, <i>vide annexes</i>)</b>                           |         |                 |                |               |         |
| <b>IX</b>                           | <b>Documents (7-16, <i>vide annexes</i>)</b>                          |         |                 |                |               |         |
| <b>X</b>                            | <b>Annual faculty report (draft)</b>                                  |         |                 |                |               |         |
| <b>XI</b>                           | <b>Annual faculty report (final<br/>version)</b>                      |         |                 |                |               |         |
| <b>XII</b>                          | <b>Action plan</b>  |         |                 |                |               |         |

Project Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* **Status:** C: Completed; I: In Progress; D: Delayed activities

**Form ۳: Major Problems Faced in the Previous Period**

Project Code:

Period Number:

From

To

| <b>Delayed Activities/ Deliverables</b> | <b>Causes of the Problems</b> | <b>Impact on the Project</b> | <b>Required Corrective Actions</b> |
|---|-------------------------------|------------------------------|------------------------------------|
|   |                               |                              |                                    |
|   |                               |                              |                                    |
|   |                               |                              |                                    |
|   |                               |                              |                                    |
|   |                               |                              |                                    |

Project Manager Name:

Signature:

Date:

## Form ۳: Staff Cost (LE) of the Previous Period

Project Code:

Period Number:

From

To

| Activities/<br>Deliverables<br>Code | Professor | Assistant<br>Professor | Lecturer | Non-academic<br>Staff | Technician | Labor | Expert<br>(Consultant) | Total<br>Cost<br>(LE) |
|-------------------------------------|-----------|------------------------|----------|-----------------------|------------|-------|------------------------|-----------------------|
| <b>I</b>                            |           |                        |          |                       |            |       |                        |                       |
| <b>II</b>                           |           |                        |          |                       |            |       |                        |                       |
| <b>III</b>                          |           |                        |          |                       |            |       |                        |                       |
| <b>IV</b>                           |           |                        |          |                       |            |       |                        |                       |
| <b>V</b>                            |           |                        |          |                       |            |       |                        |                       |
| <b>VI</b>                           |           |                        |          |                       |            |       |                        |                       |
| <b>VII</b>                          |           |                        |          |                       |            |       |                        |                       |
| <b>VIII</b>                         |           |                        |          |                       |            |       |                        |                       |
| <b>IX</b>                           |           |                        |          |                       |            |       |                        |                       |
| <b>X</b>                            |           |                        |          |                       |            |       |                        |                       |
| <b>XI</b>                           |           |                        |          |                       |            |       |                        |                       |
| <b>XII</b>                          |           |                        |          |                       |            |       |                        |                       |
| <b>Total<br/>Cost (LE)</b>          |           |                        |          |                       |            |       |                        |                       |

Project Manager Name:

Signature:

Date:

## Form 4: Equipment Cost (LE) of the Previous Period

Project Code:

Period Number:

From

To

| <b>Equipment Name*</b> |  |  |  |  |  | <b>Total (LE)</b> |
|------------------------|--|--|--|--|--|-------------------|
| <b>Unit Cost</b>       |  |  |  |  |  |                   |
| <b>Number of Units</b> |  |  |  |  |  |                   |
| <b>Total Cost (LE)</b> |  |  |  |  |  |                   |

Project Manager Name:

Signature:

Date:

-----  
 \* Please mention the name of the equipment

## Form 9: Implementation Cost (LE) of the Previous Period

Project Code:

Period Number:

From

To

| Activities/<br>Deliverables<br>Code | Printing | Software | Sub-<br>contracting | Use of Infra<br>Structure<br>(Tel., Fax) | Conference/<br>Workshop | Travel | Others* | Total Cost<br>(LE) |
|-------------------------------------|----------|----------|---------------------|--|-------------------------|--------|---------|--------------------|
| <b>I</b>                            |          |          |                     |  |                         |        |         |                    |
| <b>II</b>                           |          |          |                     |  |                         |        |         |                    |
| <b>III</b>                          |          |          |                     |  |                         |        |         |                    |
| <b>IV</b>                           |          |          |                     |  |                         |        |         |                    |
| <b>V</b>                            |          |          |                     |  |                         |        |         |                    |
| <b>VI</b>                           |          |          |                     |  |                         |        |         |                    |
| <b>VII</b>                          |          |          |                     |  |                         |        |         |                    |
| <b>VIII</b>                         |          |          |                     |  |                         |        |         |                    |
| <b>IX</b>                           |          |          |                     |  |                         |        |         |                    |
| <b>X</b>                            |          |          |                     |  |                         |        |         |                    |
| <b>XI</b>                           |          |          |                     |  |                         |        |         |                    |
| <b>XII</b>                          |          |          |                     |  |                         |        |         |                    |
| <b>Total Cost<br/>(LE)</b>          |          |          |                     |  |                         |        |         |                    |

Project Manager Name:

Signature:

Date:

-----  
\* Please specify such others

## Form ٧: Financial Report of the Previous Period

Project Code:

Period Number:

From

To

|                        | <b>Staff Cost<br/>(LE)</b> | <b>Equipment Cost<br/>(LE)</b> | <b>Implementation<br/>Cost (LE)</b> | <b>Total Cost<br/>(LE)</b> |
|------------------------|----------------------------|--------------------------------|-------------------------------------|----------------------------|
| <b>Total Cost (LE)</b> |                            |                                |                                     |                            |

**Remaining balance from the previous period:**

**Project Manager**

Name:

Signature:

Date:

**UPMU Accountant**

Name:

Signature:

Date:

## Form T<sup>v</sup>: Summary of Project Progress for the Previous Quarter

- Project code:

- Quarter Number

From:

To:

Please provide a summary of project progress indicating the key successes of the project during this period.

Project Manager Name:

Signature:

Date: