

APEC Project Monitoring Report

Please submit through your APEC Secretariat Program Director

SECTION A: Project Details

Project number:		Project title:	
Time period this report covers:		Date submitted	Project Overseer Organisation
From	To		
(For Secretariat's Use Only) Program Director's review comments:		Date:	

SECTION B: Project Update

If you have submitted previous Monitoring Reports, focus on progress since the last report.

Current status of project: Refer to the Workplan section of the Project Proposal (or Project Design Amendment and Extension (PDAE), if relevant) and project contract.

1. What is the current Project Completion Date (PCD) of your project?
2. Please report on the status of the following:
 - a. Contracting process
 - b. Project event
3. Is the project progressing on schedule according to the Workplan in the approved Project Proposal or latest PDAE?

**If you selected No, you must answer the question below.*

If No, why?

If you selected 'Others', or if you need to provide more information, please do so below:

4. Has an extension from the original PCD (approved in the Project Proposal) already been requested for this project?
5. Is your project spending on track with the budget plan approved in the Project Proposal or approved Budget Amendment Form?

**If you selected No, you must answer the question below.*

If No, has a Budget Amendment been sought?

If there are other issues which may affect timely delivery of project outputs, please elaborate here: