[Enter project title]

[Enter project manager, administrative body, and advisor at the Secretariat to the Nordic Council of Ministers]

[Enter the reporting date, project start date, and project end date]

**NB!** The headings in the report template are based on the project description and should support you in your work on the report. If any heading is not appropriate for your project report, please state why.

The report should be concise. Delete the guidance notes in brackets before submitting the report to the Nordic Council of Ministers.

Project report summary

[Write a short summary of the status report. State how well the project has delivered. Either write freely or use the table below to indicate a colour, followed by a short comment.]  
  
**as expected**

**with challenges**

**with major challenges**

|  |  |  |
| --- | --- | --- |
| **Category** | **The project is delivering** | **Comments** |
| Quality |  |  |
| Time |  |  |
| Budget |  |  |
| Objectives |  |  |
| Deliverables |  |  |

**1. PURPOSE OF THE PROJECT, STRATEGIC LINK, OBJECTIVES AND BENEFIT**

1. **Amendments**

[State whether amendments have been made to the project’s background, problem, purpose, scope, or target group, or to the project strategic links to co-operation programmes, the Nordic vision, the Nordic advantage, and the cross-sectoral strategies of sustainability, children and young people, and gender equality. Indicate whether amendments have been made to project objectives/sub-objectives, success criteria, and how these have been measured. Refer to the correspondence between the Nordic Council of Ministers and the project.] **2. DELIVERABLES AND ACTIVITIES**

**a. Amendments**

[Explain whether amendments have been made with regard to the deliverables and activities of the project, and if so, why, how, and who is responsible for them. Refer to the correspondence between the Nordic Council of Ministers and the project.]

**b. Status**

[Describe the status.]

**3. COMMUNICATION**

**a. Amendments**

[Explain any amendments made to communication activities, channels, messages, and the stakeholders the project has worked with and why these amendments were made. Refer to the correspondence between the Nordic Council of Ministers and the project.]

**b. Status**

[Describe the status.]

**4. RISKS**

**a. Amendments**

[Explain whether the risks have changed, and if so, why. Refer to the correspondence between the Nordic Council of Ministers and the project.]

**b. Status**

[Describe the status.]

**APPENDICES**

[Describe any appendices.]