|  |  |
| --- | --- |
| **Project No and Contract No:** |  |
| **Project Title:** |  |
| **Date of report:** |  |
| **Milestone No:** |  |
| **AWI Project Manager:** |  |
| **Lead Researcher:** |  |
| **Report Prepared By:** |  |

**1. Project Objectives**

|  |
| --- |
|  |

**2. Accomplishments – This Period**

|  |  |
| --- | --- |
| Activity | Comments/Outcomes |
|  |  |

**3. Project Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milestone Achievement Criteria | Activity – demonstrate project progress against achievement criteria | Original Scheduled Completion Date | Revised Completion Date | Actual Completion Date | % Complete | Status (G/Y/R) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Explanation of status: G Progressing as planned.Y Progress less than expected and has the potential to impact the project budget, resource requirements,project completion date or another project.R There is an impact on the project budget, resource requirement, project completion date or another project. This is a serious threat to the project. |
| **Notes**: |

**4. Budget Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Payment no | Due date | Budget | **Invoice no** | **Date invoiced to AWI** | **Committed costs** | **Estimated cost to completion** |
| PMT 1  |  |  |  |  |  |  |
| PMT 2  |  |  |  |  |  |  |
| PMT 3  |  |  |  |  |  |  |
| PMT 4 |  |  |  |  |  |  |
| PMT 5 |  |  |  |  |  |  |
| Budget variance explanation notes Note: Project budget not to be exceeded without written approval from AWI |
|  |

**5. Issues/Risks Identified**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Description | Impact | Risk Management Strategy |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| General Comments |
|  |

**6. Communication Opportunities**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Activity (including copy of communication materials) | Impact to shareholders (quantify where possible | Comments |
| 1 |  |  |  |
| 2 |  |  |  |

7**. Final or Interim Reporting** Please attach the full report here.