|  |  |
| --- | --- |
| **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 notesNote: 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.