

REPORT WRITING SKILLS

Yaw Brobbey-Mpiani



PROGRESS REPORT

- Progress reports are narrative in nature and can be used for special programme funding and other institutional reports

Focus of Progress Report

- Focus of Progress Report, which is often referred to as *monitoring report*, looks at the work done during a particular period i.e. quarterly, biannual, yearly etc
- It essentially looks at inputs used and activities undertaken,
- output, outcome and impact of the project and its sustainability

Importance of progress of report

- It enables management to know whether the pursuance of organisational activities or special projects are in line with agreed objectives
- It could be used to assess deviations, if any, from set objectives and reasons from such deviations or constraints

Importance of progress of report

- Lessons learnt from the assessment could be used to improve upon performance or to review current objectives
- Progress reports can assist management to clarify the impact of organisational activities on our clients, competitors, financiers, competitors, employees etc

Outline for submitting progress report

i. Activities:

- Give a brief summary of the major activities that were carried out during the period

Outline for submitting progress report

- ii. Results
 - Clarify to what extent short term objectives have been achieved
 - How they were achieved
 - How these achievements were arrived at supporting it with relevant indicators or statistical tools

Outline for submitting progress report (.....continuation of results)

- The impact of the project or programme on the key stakeholders or benefits derived either directly or indirectly e.g. number of people, male-female ratio, communities covered and other features
- Brief explanation on how stakeholders benefited from the programme or project

Outline for submitting progress report

- iii. Analysis (issues to be considered in analysing project reports include-
 - The relationship between the results that were achieved with respect to agreed objectives and plans
 - Reasons for deviations, if any, from agreed objectives and plans
 - The extent to which the next planning phase will have to be adjusted, taking into consideration new developments that may affect the project in terms of funding, objectives and deviations from the last phase

Concluding comments

- A recap of key achievements
- Registering appreciation to all key people who contributed towards the outcome of the project

ASSESSMENT REPORT

- This report focuses attention on *the realization of the programmed objectives*
- It is normally prepared one year before a particular programme or project comes to an end
- It thus serves as an input for the planning and preparation of the what is termed in project management as “*Programme or Project Component Description*” in case the programme is to move to another phase

ASSESSMENT REPORT

- Assessment reports are quite comprehensive, depending on the accepted outline (most donors prefer assessment reports to progress reports)

Relevance of SWOT in writing Assessment Report

- SWOT can be used to assess the internal and external factors that impact on the attainment of programme objectives and can be illustrated as ff:
- Programme strengths
- Programme weaknesses
- Programme opportunities
- Programme threats

Suggested outline for Assessment report

1. OBJECTIVES

- Give a summary of planned objectives and those have been achieved
- Mention indicators used to arrive at the attainment of these objectives
- Explain the extent to which this realization or achievement is in accordance with agreed project or programme plans

Suggested outline for Assessment report

- Relationship between the achieved results and planned project / programmed objectives
- Describe the impact of the programme with respect to
 - side effects of the programme (i.e. unforeseen positive or negative effect
 - the effects of the programme on gender, human rights, employees etc

Suggested outline for Assessment report

2. ANALYSIS

This basically looks at factors, which have influenced the implementation, either positively or negatively and is similar to the SWOT analysis. These factors include;

Suggested outline for Assessment report

- Internal aspects of the programme
- Approach / strategy followed; adequacy of the problem analysis, the relationship between objectives and the problem analysis, expectations or aspirations of the target group etc
- External factors; e.g. change of political environment / funding agencies and its effect on the programme, inflationary effects etc

FOLLOW-UP ENVISAGED

Indicate,

- Whether changes in the medium or term objectives are expected
- Reasons for such changes
- Whether adjustments regarding intervention strategy or work plan or organisational measures are foreseen
- Concluding remarks

THANK YOU

