

**HIGHER LEVEL SKILLS PARTNERSHIP AND REDUNDANCY RESPONSE FUND
PROJECT PROGRESS AND MONITORING REPORT
Guidance Notes on Producing the Progress Monitoring Report**

General

1. Requirements for the provision of and completion of Monitoring Reports to the Specialist Advisor on your project will be stipulated within the Project Agreement and should be provided utilising the template.
2. A Progress and Monitoring Report (+ Annexes 1-4 PMR) should be submitted in addition to the Claim form. The timetable for submission is as follows:

Claim Period	Months for Completion	Claim No	Deadline
(Jul – Aug 09)	SEP	1	Wednesday 30th Sept 09
(Sep – Nov 09)	DEC	2	Wednesday 23rd Dec 09
(Dec 09 – Feb 10)	MAR	3a	Wednesday 31st Mar 10
(Mar 10)	APR	3b	Friday 16th Apr 10
1(Apr – May 10)	JUN	4	Wednesday 30th Jun 10
(Jun - Aug 10)	SEP	5	Thursday 30th Sep 10
(Sep - Nov 10)	DEC	6	Thursday 23rd Dec 10
(Dec 10 – Jan 11)	FEB	7	Monday 28th Feb 11

3. We request that in the first instance an electronic copy of the form be emailed to Trish Spillane (tspillane@nwua.ac.uk) or to Helen Gregson [hgregson@nwua.ac.uk] **for Redundancy Response Fund projects RRF)** and copy in your Specialist Advisor. We do not require a signed copy by the submission deadline above. An electronic version containing the Specialist Advisors comments will be emailed to your main HLSP contact, we will then request that they sign and return it.
4. If additional Monitoring information is required to that detailed within the standard report, then the format and how this is to be provided should be agreed with the Specialist Advisor.
5. Signed Progress and Monitoring forms should be returned to the address below:

Post to: Trish Spillane or **Helen Gregson (for RRF projects)** as applicable
Address: NWUA, 4th Floor Albert House, 17 Bloom Street, Manchester M1 3HZ

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Filling in the Form

1. The **Project Name** will have been agreed prior to the completion of the Project Agreement and must not be changed during the life of the project.
2. The **Project Reference number** can be found in your Project Agreement, it will be prefixed by abbreviations of Sector/Institution/Number. If you are unsure of the Project Reference Number then contact the Specialist Advisor.
3. **Date of Project Agreement** – please enter the date from your Project Agreement letter.
4. The **Period ended/Claim reference** is the date up to which the Claim/Report refers as stipulated within your Project Agreement.
5. **Annex Checklist** – please ensure you enclose Annex 1-4 with this form. To update the Check box form, right click over the box and select Properties; change the Default value to checked.
6. **Progress** should detail actual achievements, should be factual and evidence should be provided to justify statements made.
7. **Publicity** – You should provide details of any publicity materials, and attach copies of the documents mentioned.
8. **Risks, Issues and Changes**
 - ⇒ **Risk** is defined as the chance of something happening that may have an impact upon the achievement of the project's objectives. It includes risk as an opportunity as well as a threat. Active risk management is accepted as good project management practice and it will be expected that an overall project risk analysis is produced and managed by Project Team. In the Risk section of the report please highlight those risks that have a high impact, a high probability of occurring and those that could occur in the next period. Mitigation measures should detail how you are managing these risks in order to minimise the eventuality of it occurring. A risk owner should be identified and this is either an individual or group who are responsible for managing the risk.
 - ⇒ **Issues** – are defined as a direct or indirect action, event or decision which affect the delivery of your project and it could be either foreseen (a risk that has matured) or totally unforeseen. If the issue has an impact that requires managing to keep the project on track in order to deliver its objectives or indeed may result in a required change to those objectives resulting in a requirement for a Project Agreement Variation then the issue should be recorded in this section of the report.
 - ⇒ **Changes** – You are required to advise the NWUA when changes are required to your project. A change is something that will have an effect upon one or more of the agreed deliverables for the project and/or the timeline for completion of the project and/or the agreed budget. The Specialist Advisor will advise whether a change will require a Project Agreement Variation

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9. Milestones and Future Activity

- ⇒ **Milestones** – Your NWUA Project Agreement will detail agreed milestones in relation to the project. This section of the report should be utilised to report upon when these milestones will be delivered.
- ⇒ **Planned Activity** – This section of the report should be utilised to describe what the next steps are in the delivery of the project and how they are going to be achieved. This section should also be used to record any mitigation measures required to reduce delays on the project.

10. Project Expenditure Table (Annex 1 PMR)

The purpose of this table is to set out the current financial position in relation to your Project Agreement with the NWUA and also to enable an accurate forecast of future expenditure to be made. Important points to note are:-

- ⇒ **Total Contracted HLSP/NWUA Funding** – This is the total maximum amount of funding you will be receiving from the NWUA as stipulated by your Project Agreement.
- ⇒ **Maximum Allowable Claim in Interim Claims** – This will be 90% of the total contracted HLSP/NWUA funding.
- ⇒ **Claimed to Date (excluding the current Claim)** – Cumulative expenditure claimed prior to the current claim.
- ⇒ **Current Claim** – this should be the amount on your most recent claim.
- ⇒ **Forecast Remaining Claims for the Current Financial Year (09/10)** – Here you should forecast the remaining claims you anticipate submitting in the current Financial Year. The forecast should be included within the Month that you anticipate making the Claim
- ⇒ **Next Financial Year 1 Apr – 31 March (10/11)** – this is the annual total that you expect to be claimed in the following Financial Year. The Specialist Advisor may wish to discuss this with you if more detailed information is required in respect of this. Any deviation from the profile contained within the Project Agreement may require formal agreement with the NWUA.
- ⇒ **Total Lifetime Costs** – This is the sum of the Total Claims made to date plus the forecasts for the current financial year plus the next financial year plus all

future years. Note this should not exceed the total amount of your Contracted HLSP/NWUA Funding as per the Project Agreement.

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11. Gross Output (Tasking Framework) + Annex 2

Your Project Agreement with the NWUA will stipulate the **outputs** you are expected to achieve in delivering the project and you should use the tables in this section of the report to record progress against the delivery of those targets. Remember outputs are required to be supported by evidence. This table should be updated every claim period to reflect the cumulative achievement. Details of the verification evidence required can be found in the *NWDA Tasking Framework/Single Programme* Output No 3 “**People assisted in their skills development**” Significant variances here may have implications for earlier parts of the report – for example risk, issues, changes

12. Additional analysis

The following information is needed for analysis purposes only. Targets have not been set.

- ⇒ **Beneficiary Analysis** – You will need to complete **Annex 3 PMR**, to summarise the beneficiary analysis of the adult learners assisted. Details of the Beneficiary analysis data to be collected can be found in NWDA’s Tasking Framework pages 2-4. This table should be updated every claim period to reflect the cumulative achievement

- ⇒ **In-Kind Contributions** – You will need to complete **Annex 4 PMR**, to record the details of the private employers’ in-kind contributions. This is for information only; projects are not able to claim in-kind contributions and will therefore not be audited on these figures.