



Project Name:	
Created by (Project Manager):	Date:
Checked by (Supervisor Nepal):	Date:
Checked by (Supervisor Germany):	Date:
Finale approval by:	Date:

version for:

Adobe Reader XI / DC



1. General Developments

Remark: Make a short description in 3-5 sentences about the major developments in your project only related to the present reporting year.

Don't state the general project objectives here - they will be added later in Germany.

2. Annual Report & Activities

Remark: This part should contain a detailed description on Project development and all project activities of the reporting year (a.e. pedagogic progress).

Make a decimal classification (like: 2.1 Pedagogic progress, 2.2 Health, 2.3 Public relation) as per your need/ project structure, but be careful not to repeat yourself, since the space is limited. Be clear and comprehensive in the descriptions, of what you did in the reporting year. Please keep in mind that persons will read your report, who don't know the project in detail like you, so avoid borrowed words and abbreviations.





3. Annual Figures

Remark: Describe annual figures of your project and give the reader a background why changes happened.

You can add charts/tables here, but they have to be described here in text form.

If you add a chart with the number of children/people in SOH, or a class-wise list in SIS, or number of people in villages who got a treatment, staff members, pedagogic results etc. then you need to describe here what your chart is showing.

There is no need to make colorful diagrams because in Germany we have to make a common design of all project reports, so send us only the raw data and interpretation.

Chart 1 - file name:

Chart 2 - file name:

Chart 3 - file name:



4. Project & Staff Development

Remark: Describe what you did as project manager to improve and sustain the Project and its Staff members (like: staff management and project related developments, trainings / further education, co-operations / networking, governmental work etc.).



5. Future Plan/ Perspectives

Remark: Describe the main objectives for the coming year at first in words, then in a small log frame matrix. Be clear, realistic and specific and recheck the guidelines how a log frame matrix must be written.

Log frame matrix file name:

6. AOB

Remark: If there is anything what you want to describe, and where you have been unable to place it in Point 1-5, then you have here some extra space for final comments.



7. Case Story

Remark: In every project an interesting case story of a child, youth, student, villager should have happened throughout the reporting year. Such case stories attract the readers and give them mostly a very good impression of your work in the project. Please feel free to write this story here.



8. Budget Sheet

Remark: Add your Budget Sheet of Yearly Expenditures here - only expenditures, no income, no balance.

Budget sheet file name:

9. Pictures

Remark: Select 10 pictures with good resolution, representing the activities of the reporting year and give a short description what the pictures show.

Upload these photos into GDrive into a separate subfolder.

10. Recheck your Reporting Process

Check Up	Yes	No
a) Are all Points 1-9 finished and the remarks born in mind?		
b) Does the report really represent the important developments of the last year?		
c) Are all abbreviations and foreign words explained?		
d) Are all charts/ tables/ pictures prepared, named and described?		
e) Has your supervisor in Nepal read and approved this report?		

If you can answer Point a-e with yes, then please send this Report together with all attachments (charts, tables, pictures).

Thank you for all your efforts to finish this report!