**CBF Monthly Reporting Format**

Sample contents to be included in the CBF Monthly Report:

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| **CBF Monthly Report Contents*** Name\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Parish\_\_\_\_\_\_\_
* Key Successes During the Month
* Difficulties/challenges and action taken
* Issues raised by women’s group for discussion or support
* CBF engagement with other institutions or individuals
* Highlight issues for project officer
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The following are important sections of the monthly report:

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| ***Contents of Monthly Project Status Report:**** Project title
* Report name
* Reporting period:
* Name of author and date of submission:
* Brief notes on process that was followed (this can change from what is proposed here)
* A section on what is arising from group meeting minutes and activity reports
* A section on what is arising from the follow-up journals (this should have illustrative examples and some data from the electronic template)
* A section on experiences of CBFs in facilitating the groups (this should have illustrative examples and some data from the electronic template)
* A section on decisions made by the primary implementing partner on various aspects of project implementation
* A section on issues you feel project management should pay close attention to
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