Annex 2: Documentation format

The format should be used to continuously collect and document the performance of the project. The data must gradually be accumulated and the figurative (smiley) assessment of the level of achievement is expected to pass from red to green over time. The yearly progress is optional but recommended in order to ensure progress is on track and ongoing learning.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Outcome 1** | **Outcome indicator** | **Baseline** | **Milestone** | **Milestone** | **Target** | **Level of achievement** | **Outcome Status: Results observed/documented (by a specific date)** | **Comment: Challenges affecting progress towards achieving the outcome targets** |
| [year] | [year] | [year] | [year] |  |
| 1 |  |  |  | **(Optional)** | **(Optional)** |  |  |  |  |
| **Source:** |
|  |  | **(Optional)** | **(Optional)** |  |  |  |
| **Source:** |
| **Output (to outcome 1)** | **Output indicator** | **Baseline** | **Milestone** | **Milestone** | **Target** | **Level of achievement** | **Output status:****Results observed/documented (by a specific date)** | **Comment: Challenges affecting progress towards achieving the output targets** |
| [year] | [year] | [year] | [year]  |  |
| 1.1 |   |   |   |   |   |   |  |  |  |
| **Source:** |
|   |   |   |   |   |  |  |
| **Source:** |
| 1.2 |   |   |  |  |  |  |  |  |  |
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|   |  |  |  |  |  |  |
| **Source:** |