**NHSSCOTLAND ASSURE RESEARCH SERVICE FUND**

**PROGRESS REPORT**

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| --- | --- |
| **Project Title** |  |
| **Project Reference No** |  | **Report Date** |  |
| **Report Author** |  |

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| **BRAG Status** |
| **Resources** |  | **Budget** |  |
| **Timelines** |  | **Scope** |  |
| **Overall Project Status** | *(Add BRAG status – the overall project status should reflect the status of the individual products i.e. if one item is red then the project is red)* |

◼ **Blue =** Completed

◼ **Green =** On-schedule / expected to deliver according to Plan

◼ **Amber =** Slippage / issues but corrective action expected to maintain progress close to Plan

◼ **Red**  = Serious problems - delivery date unachievable / schedule to be revised

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| Summary Comments |
| *Short summary providing current status of project. Include comments on any Milestones/Products that are reporting Amber or Red and reference the risk/issue.* |

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| Milestones/Deliverables |
| Milestone/Key Deliverable | **Baseline date for Completion** | **BRAG status** |
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| Summary of Key Activities Completed |
| *From previous report to current report* |

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| Summary of Forthcoming Key Activities |
| *From current report looking out 2/3/4 months* |

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| Finance Summary |
|  | **Budget** | **Expenditure to Date** | **Balance** |
| Staff Costs |  |  |  |
| Investigators |  |  |  |
| Travel & Subsistence |  |  |  |
| Equipment |  |  |  |
| Materials |  |  |  |
| Estates |  |  |  |
| Other |  |  |  |

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| Finance Projection |
|  | **Projected Overspend** | **Projected Underspend** | **Justification** |
| Staff Costs |  |  |  |
| Investigators |  |  |  |
| Travel & Subsistence |  |  |  |
| Equipment |  |  |  |
| Materials |  |  |  |
| Estates |  |  |  |
| Other |  |  |  |

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| Top 3 – 5 Issues |
| ID | **Description** | **Priority** | **Action** |
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*Issues should be logged in an Issue Log*

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| Top 3 – 5 Risks |
| ID | **Description** | **BRAG status** | **Mitigation Plan** |
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*Risks should be logged in a Risk Register*

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| Additional Information |
| *Include any additional information in this section e.g. something in the terms & conditions*  |
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[ ]  This is to certify that the project is operating within the agreed ‘Conditions’ as specified in the Offer Letter (‘Specific Conditions’) and Standard Terms and Conditions (‘General Conditions’).