

Title Page The title page should contain the name of the project, type of report (e.g., Final Report, Mid-term Report, Quarterly Report), authors, organization and date of the report.

Table of Contents

This is a list of all the major section headings in the report, with page numbers, to help readers find the section they are looking for. Word processing programs allow you to set up your file to create a Table of Contents automatically or you can simply type in the page numbers when the report is finished.

Acronyms This is a list of the abbreviations and their meanings used in the report.

Acknowledgements

In major reports, many organizations include this section which recognizes the contributions made by many different people and groups: donors, staff, partners and community.

Summary This section summarizes the full report and should be written after all the other sections of the report are completed. Since some people will read only the Summary and not the full report, be sure to include enough information to give them a clear view of the project and its findings. The Summary should be 2-4 pages with more space given to project findings and their implications than to background and project description.

Section I. Project History and Background (2-4 pages)

In this section, include a description of the location of the project and the population it serves. Also describe the project background, such as its history and purpose.

- Project Context
 - Location, population
- Project Background
 - History of project
 - Purpose of project

Section II. Project Description

In this section, describe the specific project objectives and partner agencies and communities. Then include brief descriptions of the project activities, such as training, supervision and monitoring and evaluation.

- Project objectives

- Project partners
- Project activities
 - Training
 - Health education/behavior change communication
 - Outreach services
 - Clinical services
 - Supervision
 - Monitoring and evaluation
 - *Include other project activities as necessary*

Section III. Project Results

In this section, the report's authors present the information collected during the project and explain the ways in which the project succeeded and the ways in which it failed. (Most projects have some successes and some failures and it is useful to the report's readers to discuss both.)

The results can be organized in different ways. A useful way is to list each project objective and describe the results that demonstrate whether that objective was attained or not. For a more detailed report, the findings from each source of information (such as service statistics, survey or supervision reports) can be described, followed by an assessment of whether project objectives were attained.

- Results, by objective
- Results, by source of information

Section IV. Implications for the Project and Recommendations

In this section, the authors discuss how the results will be used in their own project or organization. They also make recommendations to other organizations based on the lessons they learned.

Appendices

Often, the final project report is the organization's best record of the entire project, since other files may be lost or damaged over time. So the authors may want to include in the Appendices all project documents that would be useful to future staff. These might include training materials, health education materials, data collection instruments or other documents.

- a. Map of project area
- b. Staff list
- c. Training schedule and curricula
- d. Health education materials
- e. Data collection instruments
- f. Detailed results tables

Dissemination of the report

Copies of major project reports should be given to the community leadership, partner agencies, local health authorities, other NGOs working in the area and country and head offices of the organization running the project. It is also useful to post major reports on the organizations' or others' websites to permit access by other interested people.