



# Partner Quarterly Report Format

## QUARTERLY PROGRESS SUMMARY

Brief summary of activity implementation; targets versus actuals reported in PIRT; progress toward overall goals including key gaps, if any; and follow-up actions taken since the last quarterly reflection event.

## QUARTERLY LEARNING SUMMARY

Brief summary of changes in context, summary of trends in community feedback, changes related to assumptions underpinning the theory of change, and areas where further monitoring or learning would be warranted.

## UPCOMING ACTIVITIES AND POTENTIAL RISKS

Brief summary of expected activities in next quarter, likelihood of achieving upcoming targets, risks that influence achievement of upcoming targets, and actions being taken to mitigate those risks.

Note: This format may be shared with contracts for inclusion as final reporting requirements in sub-awards.