

Report Format for Fifty States Initiative Projects: Strategic and Business Plan Development

Category 3: 2008, 2009, 2010

Keep the report short and to the point. All reports will be posted to the FGDC grants Web site.

1. Interim Project Report Format

Date:

Agreement Number:

Project Title:

Indicate whether **Interim** or **Final report**

Organization: name, address, web address

Principal Investigator: name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through the development and implementation of statewide strategic and business plans.

Please include

- Summary of project activities
- Key accomplishments to date
- How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into statewide coordination?
- What practices or activities led to success? What practices or activities have not?

If any **photographs, graphics, or illustrations** of the project in action are available please include a couple or more of these.

Next Steps

Describe the next steps in your project

Where do you need assistance?

What type of assistance do you need?

Revised Timeline

Is your project proceeding on its original timeline?

Do you expect to complete your project on the scheduled completion date?

If not, request a time extension by providing a justification for previous and expected delays, and then identify a new completion date.

Attachments

As required

Draft strategic and/or business Plans

2. Final Project Report Format

Date:

Agreement Number:

Project Title:

Indicate whether **Interim** or **Final report**

Organization: name, address, web address

Principal Investigator: name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Executive Summary

Write a short paragraph (under 250 words) describing the key successes or outcomes of the project.

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through the development and implementation of statewide strategic and business plans.

Please include

- Summary of project activities
- Key accomplishments to date
- How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into statewide coordination?
- Explain how statewide coordination has (or will) change as a result of this project.
- What practices or activities led to success? What practices or activities have not?

If any **photographs, graphics, or illustrations** of the project in action are available please include a couple or more of these.

Next Steps

Describe the next steps in your project

How will this project continue into the future and remain viable?

Where do you need assistance?

What type of assistance do you need?

Attachments

As required

Completed materials

Completed strategic and/or business plans

Feedback on Cooperative Agreements Program

What are the CAP Program strengths and weaknesses?

Where does it make a difference?

Was the assistance you received sufficient or effective?

What would you recommend that the FGDC do differently?

Are there factors that are missing or additional needs that should be considered?

Are there program management concerns that need to be addressed, such as the time frame?

If you were to do this again, what would you do differently?

Last Updated: Mar 10, 2010 09:50 AM