



**APPENDIX – REPORT SHEET**

<b>REPORT SHEET – I Aid Africa projects</b>	<b>0</b>
<i>Project</i>	0.1
<b>I Aid Africa</b>	
<b>Report period</b>	0.2
January to April 2012	

<b>Project owner</b>	AICT KOLANDOTO HOSPITAL	1.1
<b>Report manager/s</b>	DEUS SHIJA	1.2
<b>E-mail &amp; telephone</b>	<a href="mailto:elikatani@yahoo.com">elikatani@yahoo.com/</a> +2557845814 & +255684874418	1.3
<b>Other references</b>	CBM	1.4

<b>Progress report summary</b>	<b>2</b>
The distribution of spectacles is still under low quantity because of no funds has received from CBM to run the outreach clinic which can help to distribute enough spectacles.	

<b>Activities during the report period</b>	<b>3</b>
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<b>Activities during the report period</b>	<b>3.1</b>
Member staff are aware of importance of specs for the community still they are distributing specs at the base station to improve the vision to the needy people.	

<b>Project progress</b>	<b>3.2</b>
<i>Results</i>	<b>Delivered</b>
Delivered number of MYOPIC (-0.25/-0.50/-0.75/-1.00/-1.50)	15/8/0/6/0
Delivered number of MYOPIC Photo Chromatic (-0.25/-0.50/-0.75/-1.00/-1.50)	0/0/0/0/0
Delivered number of HYPERMETROPIC (+0.25/+0.50/+0.75/+1.00)	4/0/0/6
Delivered number of PRESBYOPIC (+1.50/+2.00/+2.50/+3.00/+3.50)	10/4/0/6
Delivered number of APHAKIC (+10.00)	0
Delivered number of BIFOCALS (+1.50/+2.00/+2.50)	0/0/0



Delivered number of BIFOCALS Photo Chromatic (+1.50/+2.00/+2.50)	0/0/0
Delivered number of PLANO Photo Chromatic	0

<b>Changes in the project's activities made during the report period</b>	3.3
None	

<b>Changes in personnel made during the report period</b>	3.4
No personnel changes made	

<b>Changes in the geographic area made during the report period</b>	3.5
2 stations only provided spectacles that is Mkula Hospital and Dr.mwijage at Maswa District	

<b>New experiences made during the report period</b>	3.6
Without mobile outreach clinic only few spectacles will be delivered.	

<b>Activities since the beginning of the project</b>	4
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<b>Summary of the project's activities</b>	4.1
Only 59 spectacles were distributed during the report period at Kolandoto Hospital were 48 specs and 11 were distributed at Mkula Hospital .Since January 2012 up to april no any outreach clinic has done because of lack funds from CBM has issued to enable the Hospital to run the clinics.	

<b>Alterations of activities and discrepancies compared to the original project plan</b>	4.2
none	

<b>Project progress</b>	4.3	
Add extra rows as needed.		
<b>Activity</b>	<b>Date and time</b>	<b>Comments</b>

<b>Activity effects</b>	4.4
-	

<b>Departures from the original time plan</b>	4.5
-	



<b>Action specific indicators</b>		4.6
<i>Results</i>	<b>Initial value</b>	<b>Currently achieved</b>
Completed progress reports	4	
Delivered number of MYOPIC (-0.25/-0.50/-0.75/-1.00/-1.50)	1105/642/146/75/0	15/8/0/6/0
Delivered number of MYOPIC Photo Chromatic (-0.25/-0.50/-0.75/-1.00/-1.50)	0/0/0/0/0	0/0/0/0/
Delivered number of HYPERMETROPIC (+0.25/+0.50/+0.75/+1.00)	191/190/239/160	4/0/0/6
Delivered number of PRESBYOPIC (+1.50/+2.00/+2.50/+3.00/+3.50)	363/76/0/125/45	10/4/0/6/0
Delivered number of APHAKIC (+10.00)	0	0
Delivered number of BIFOCALS (+1.50/+2.00/+2.50)	470/280/290	0/0/0
Delivered number of BIFOCALS Photo Chromatic (+1.50/+2.00/+2.50)	0/0/0	0/0/0
Delivered number of PLANO Photo Chromatic	0	0

<b>Possible adjustments of the indicators</b>	4.7
We did some changes of the total number of spectacles according to the strength no 4.6	

<b>Other results</b>	4.8
none	

<b>Personnel</b>		4.9
Add extra rows as needed.		
<i>Name</i>	<b>Assignment</b>	<b>Active since (date)</b>
Deus Shija	Distributor	1 <sup>st</sup> Jan-30 <sup>th</sup> April 2012
Dr.EZ.Katani	Distributor and Cordinator	1 <sup>st</sup> Jan-30 <sup>th</sup> April 2012
Mr.Mlingwa	Distributor	1 <sup>st</sup> Jan-30 <sup>th</sup> April 2012
Sosthenes Jinasa	Distributor	1 <sup>st</sup> jan-30 <sup>th</sup> April 2012

<b>Environmental work</b>	4.10
We have not visited any outreach stations since 1 <sup>st</sup> Jan to 30 <sup>th</sup> April 2012 because of lack funds from	



CBM which facilitates us to travel from Kolandoto Hospital.to other stations.	
<b>Other notes</b>	4.11
IAA ORG.it is now time to submit the funds for training 2 nurses as we agreed each other,we need to start 2 <sup>nd</sup> week of June 2012.	



<b>Instructions for the correct use of the progress report</b>	
To be separated from the report proper prior to submission	

The progress report is adapted to the information requirements of I Aid Africa in order for IAA to be able to follow up on the implementation and results of the project. The purpose of the progress report is to enable the project owner to be continually informed of the project's development, and to be able to inform other parties in turn. The content of the report is to be short, concise and correct. The report is to describe the activities and the financial results of each individual report period.

Detailed information on the progress report will be made available to members as soon as it is delivered to IAA.

The progress reports (weeks 50, 10, 18 & 26) are to be sent to the project leader of I Aid Africa at:  
benjamin.grossmann@iaidafrika.org

0.1 Project	Enter the name of the project here.
0.2 Report period	Enter the dates of the beginning and the end of the current report period here. Also add the dates to the page footing.

1.1 Project owner	Enter the name of the project owner here.
1.2 Report manager	Enter the name of the local contact for the progress report here.
1.3 E-mail, telephone	Enter the E-mail address and telephone number of the local contact here.
1.4 Other references	In this space you may add other references as requested by co- contributors.

<b>Progress report summary</b>	
2.0	Enter a short description of the main features of the progress report here. You may also add any possible comments on the progress report.

<b>Activities during the report period</b>	
3.1 Activities during the report period	Enter a short description of the most significant events of the report period.
3.2 Project progress	Enter a description of the realization of the project compared to the activities plan. Add new rows as needed. <ul style="list-style-type: none"> <li>• Activity</li> <li>• Degree of realization as a percentage of the entire activity.</li> <li>• Comments (for example: not initialized, initialized, delayed, terminated etc.)</li> </ul>
3.3 Changes in the	Describe any alterations made to the project's activities



project's activities made during the report period	during the current report period.
3.4 Changes in personnel made during the report period	Describe any changes in personnel concerning project leaders and other personnel made during the current report period.
3.5 Changes in the geographic area made during the report period	Describe any changes made during the current report period concerning the geographic area that may come to affect the project.
3.6 New experiences made during the report period	Describe any new experiences concerning the project, positive or negative, made during the current report period.

<b>Activities since the beginning of the project</b>	
4.1 Summary of the project's activities	Give a summary of what has been achieved since the start of the project – compare the results to executive documents and project descriptions. (Is the project progressing, are the activities adequate, are any effects being noted?)
4.2 Alterations of activities and discrepancies compared to the original project plan	Describe any significant alterations made to the activities of the project compared to the project plan originally submitted.
4.3 Project progress	Enter a description of the realization of the project compared to the activities plan. Add new rows as needed. <ul style="list-style-type: none"> <li>• Activity</li> <li>• Degree of realization as a percentage of the entire activity.</li> <li>• Comments (for example: not initialized, initialized, delayed, terminated etc.)</li> </ul>
4.4 Activity effects	Describe how project management estimate the effects of the project activities during the current report period.
4.5 Departures from the original time plan	Describe and comment on any eventual departures from the time plan submitted at the start of the project.
4.6 Follow up of indicators	List any results and figures you may have obtained since the start of the project.
4.7 Possible adjustments of the indicators	Describe any eventual need of adjustments of the indicators. Would you prefer to present results with other quantitative figures than suggested?
4.8 Other results	Describe any other results, apart from those measured by the indicators, provided by the project activities during the current report period.
4.9 Personnel	Enter any personnel who participated in project activities during the current report period. Add new rows as needed. <ul style="list-style-type: none"> <li>• The name of the person.</li> <li>• The person's assignment during the current report period.</li> <li>• The date when the person became involved with the project.</li> </ul>



4.10 Environmental work	Describe how environmental work has functioned within the project during the current report period.
4.11 Other notes	Enter any further comments or views you might want to express.