



**APPENDIX 5 – 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
May to July 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>
We have noticed without support from CBM to run the outreach clinic it seems to be difficult so to distribute spectacles can be affected as well to the peripheral areas.	

<b>Activities during the report period</b>	<b>3</b>
<b>Activities during the report period</b>	<b>3.1</b>
Failure to distribute spectacles to the other stations due to lack of enough funds .	

<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)	7/8/4/0/0
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)	4/3/2/8
Delivered number of PRESBYOPIC (+1.50/+2.00/+2.50/+3.00/+3.50)	8/13/6/3/4
Delivered number of APHAKIC (+10.00)	1
Delivered number of BIFOCALS (+1.50/+2.00/+2.50)	0/2/12/1
Delivered number of BIFOCALS Photo Chromatic (+1.50/+2.00/+2.50)	0/0/0



Delivered number of PLANO Photo Chromatic	2	
<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	
No outreach done during the report period because of no funds transferred from CBM to Kolandoto.		
<b>New experiences made during the report period</b>	3.6	
spectacles were delivered only at kolandoto Hospital		
<b>Activities since the beginning of the project</b>	4	
<b>Summary of the project's activities</b>	4.1	
Only 88 spectacles were distributed during the report period at Kolandoto Hospital . .Since may 2012 up to July no any outreach clinic has done because of lack funds from CBM has transfered to enable the department 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.		
Activity	Date and time	Comments
<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)	714/657/174/130/53	7/8/4/0/0
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)	261/428/562/244	4/3/2/8
Delivered number of PRESBYOPIC (+1.50/+2.00/+2.50/+3.00/+3.50)	234/82/31/121/95	8/13/6/3/5
Delivered number of APHAKIC (+10.00)	0	1
Delivered number of BIFOCALS (+1.50/+2.00/+2.50)	490/338/573	0/2/12/
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> May-31 <sup>st</sup> July 2012
Dr.EZ.Katani	Distibutor and Cordinator	1 <sup>st</sup> May-31 <sup>st</sup> July 2012
Sosthenes Jinasa	Distributor	1 <sup>st</sup> Jan-31 <sup>st</sup> July 2012
Dr. Alex Kiberiti	Distributor	1 <sup>st</sup> jan-31 <sup>st</sup> July 2012

<b>Environmental work</b>	4.10
We did not visit any outreach stations since 1 <sup>st</sup> May to 31st July 2012 because of lack funds from	



CBM so all mentioned above spectacles were delivered at Kolandoto Hospital.

**Other notes** 4.11

We managed to count again the spectacles and found the following amount according to strength.

**PRESBYOPIA**

+1.50DS 234  
+2.00DS 82  
+2.50DS 31  
+3.00DS 121  
+3.50DS 95  

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563

**HYPEROPIA**

+0.25DS 261  
+0.50DS 428  
+0.75DS 562  
+1.00DS 244  

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1495

**BIFOCAL**

+1.50DS 490  
+2.00DS 338  
+2.50DS 573  

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14 01

**MYOPIA**

-0.25DS 714  
-0.50DS 657  
-0.75DS 174  
-1.00DS 130  
-1.50DS 53  

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1728

**Total in stock: 5 187**

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**Total reported/delivered: 2 920**

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**Total ordered: 10 000**

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**Difference (Ordered-reported/delivered-stock): - 1 893**



<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.