Project Summary Report Guide & Template

This Guide introduces a Programme Management Report Template to help Recovery Offices coordinate, maintain oversight and report on recovery work programmes and their associated projects in their area of operations

Disclaimer: Although this guide and template are not doctrine, they aim to encourage a common approach to regional and local recovery operations. This guide acknowledges that regions will have their own local nuances. Therefore, the template downloadable in word format and can be modified to suit local circumstances.

**Purpose of this Guide**

The Project Summary Report Guide and Template (the Guide) introduces an example Programme Management Reporting Template to assist local and regional Recovery Offices coordinate, maintain oversight and report on recovery work programmes and their associated projects. The Guide should be read in conjunction with the [Recovery Programme Management Guide](https://www.civildefence.govt.nz/assets/Uploads/documents/recovery/recovery-toolkit/recovery-programme-management-recovery-toolkit-guidance-en-jul25.docx).

**The Recovery Programme Management Service**

A significant challenge facing local and regional CDEM Recovery Offices is coordinating the range of parties involved in rebuilding their communities. Beyond the local transition period, the Recovery Manager has no powers to direct any person or organisation to act in a coordinated way. This means that Recovery Offices have to offer a ‘value-add’ that encourages other parties to see the benefit of coordinating the development of their recovery plans with their local or regional Recovery Office,[[1]](#footnote-2) rather than in isolation.

There are some unique advantages that a Recovery Office can provide to recovery partners. Because a Recovery Office is a recognised structure in the National Civil Defence Emergency Management Plan Order 2015,[[2]](#footnote-3) working in collaboration with a Recovery Office can provide a level of legitimacy to recovery project plans. Further, a Recovery Office often has strong links to central and local government, other potential project partners, iwi/hapū, community groups and funding & resource providers. A Recovery Office can also have a broad range of staff skills and expertise, which can be utilised to help recovery partners understand the latest situation and support them with their recovery activities. These services can be coordinated through the Recovery Office’s Programme Management Service.

The Recovery Office Programme Management Service can provide a critical ‘value-add’ to recovery partners by ensuring their project plans are responsive to the latest community needs, align with (as much as possible) other project plans, and maximize the efficient use of time, money and resources. For further details on the Recovery Office Programme Management Service, refer to the [Recovery Programme Management Guide](https://www.civildefence.govt.nz/assets/Uploads/documents/recovery/recovery-toolkit/recovery-programme-management-recovery-toolkit-guidance-en-jul25.docx).

**Programme Management Template**

A key aspect of the Recovery Office Programme Management Service is monitoring the progress of the recovery work programme/s and each programme’s associated projects. The following section provides a word template that can be used to monitor and report on recovery work programme/s.

The template is pre-populated with some example content. If you decide to use the template, make sure to delete the example content before using.

[Name of area/region] CDEM Recovery Office

Progress Report for [Date of latest Status Update]

# Executive Summary

Following the first outbreak of COVID 19 in New Zealand and more specifically the Wellington region over February to April 2020, the Wellington region’s councils embarked on a recovery programme that involved coordinating their efforts to identify priority actions that would help minimize the impacts of the pandemic and also strengthen the region’s resilience to any further outbreaks.

This document provides a [fortnightly/monthly/quarterly] status update on progress with regard to 16 ‘Regional’ Recovery Projects currently under development or actively being delivered to meet four recovery goals identified by the Wellington Group Recovery Action PlanV#.

These updates are derived from status reports provided by project leads that are then aggregated by the Recovery Office Programme Management & Delivery Function.

Projects have been grouped under work programmes delivering on each of the following recovery goals:

* Goal 1 – Enhance the capability of NGOs and community groups to be more self-reliant
* Goal 2 – Create economic opportunities for visitors to spend time and money within the region
* Goal 3 – Lay the foundation for future infrastructure investment
* Goal 4 – Strengthen regional governance and collaboration for long-term benefits

# This report should be read in conjunction with the latest recovery status report for the same reporting period.

# Report Recipients

This report is produced [monthly] and will disseminated to the recipients below in the following order:

* Recovery Manager and Recovery Management Team
* Recovery Governance
* [Other specified parties – (e.g. relevant partner agencies)]
* NEMA

This report is **confidential** and not for wider release beyond the parties specified unless approved by Recovery Governance and Project Leads.

Project Status

Table One provides a progress update for specific recovery projects planned or being delivered.

Four colour grades are used to indicate overall project status:

|  |  |
| --- | --- |
|  | *Task completed or being actively delivered.* |
|  | *All project milestones are on track.* |
|  | *One or several major milestones are delayed but delivery and end date is not impacted.* |
|  | *One or several major milestones are delayed, and delivery end date is impacted.* |

**Table 1:** Project names and descriptions, and status updates for [Date of latest Status Update]

| ***Grade*** | ***Project Name and Recovery Environment*** | ***Task Description*** | ***Timeframes and Costs*** | ***Latest Update*** *-progress planned or made* | ***Barriers*** *- challenges/issues* |
| --- | --- | --- | --- | --- | --- |
|  | GOAL 1: ENHANCE THE CAPABILITY OF NGOs AND COMMUNITY GROUPS TO BE MORE SELF RELIANT | | | | |
|  | Resilient NGOs  Project Lead:  **X Council** | Improve NGO capabilities to be more economically self-reliant by developing a regional resource |  | Further scoping work has been undertaken on the two initiatives to ensure they complement and build on existing work. It is suggested that the task descriptions be amended as follows:  **Aim of the work**   * To develop NGOs / Community Organisations’ organisational capability and financial resilience * To provide easily accessible information on existing and emerging funding (government and philanthropic). * To develop a consistent approach to the provision of information to NGOs / Community Organisations across the region. * To develop a coordinated approach to supporting NGOs / Community Organisations across the region (funding, governance, volunteers, recovery planning, organisational resilience etc).   This work is expected to also have the benefits of:   * highlighting existing work in this area * identifying gaps in provision * identifying opportunities for new approaches and partnerships.   **Proposed Next Steps**  Initially to send this proposal back to the regional recovery team to agree on the following actions:   * Arrange a workshop with key government agencies / TAs to discuss current and emerging funding to support NGOs / Community Organisations and identify priority areas in each TA area. | The main barrier to the work has been staff being diverted onto resurgence planning. Staff have now got capacity to turn back to progressing this work. |
|  | Improve access to Govt Funding  Project Lead:  **X Council** | Promote existing funding portals  and Government initiatives to assist community groups and NGOs to access available money – ideally as a collective/group |  |
|  |
|  | GOAL 2: CREATE ECONOMIC OPPORTUNITIES FOR VISITORS TO SPEND TIME AND MONEY WITHIN THE REGION | | | | |
|  | Safe & Secure  Project Lead:  X agency | Investigate ways for the region to accept foreign visitors and investors safely and securely. | 3-4 months | The regional council is involved in continuing discussions both with sector groups in the region and with sister organisations across New Zealand. |  |
|  | GOAL 3: LAY THE FOUNDATION FOR FUTURE INFRASTRUCTURE INVESTMENT | | | | |
|  | 2nd Round Government Investments  Project Lead: X agency | Develop a list of medium-term projects that the region can provide to Government if another round of funding becomes available specifically targeting government priorities (e.g. water, housing, transport & roading). | Ongoing, costs to be detailed in project list | * Work on framework has slowed/largely paused due to competing priorities. * Still aiming to get a draft to the Recovery Managers Group this month. | * Resurgence and the usual BAU balancing act meaning less capacity/focus on Recovery work. * Need to be cognisant of the changing environment – framework developed is high-level as aware much of this is subject to change. Will adjust as needed based on feedback. |
|  | GOAL 4: STRENGTHEN REGIONAL GOVERNANCE AND COLLABORATION FOR LONG-TERM BENEFITS | | | | |
|  | Monitor Regional Impacts  Project Lead: X agency | **Example:**  Monitor the impacts of the event across the four recovery environments via shared data and insights to build a shared regional narrative and inform future interventions. Monitoring and evaluation are important. to assess changes in the environment and inform adjustments to planning and delivery of recovery related programmes. | Ongoing | 27 Indicators identified and data being collected on a monthly basis. Completed & disseminated the monthly Dashboards on time.   * Next phase of the monitoring & evaluation framework has involved developing a qualitative monthly survey of community service providers. | **Example:**   * Delays in getting data from some data suppliers an ongoing issue. * Challenges in ensuring information provided reveals and clarifies socio-economic distresses. |

This product is an output of the Recovery Toolkit Project, one of three collaborative initiatives undertaken by Civil Defence Emergency Management (CDEM) Groups and the National Emergency Management Agency (NEMA). The two other projects, the Pre-Disaster Recovery Planning Project and Recovery Capability Development Project, are also collaborative initiatives between CDEM Groups and NEMA. Each of these three projects is chaired by a different CDEM Group member, with support provided by NEMA staff. These projects collectively aim to develop a suite of nationally consistent resources applicable to recovery operations.

We welcome your feedback!  Please use the Google Form located at the bottom of the [NEMA Recovery Toolkit](https://www.civildefence.govt.nz/cdem-sector/the-4rs/recovery/recovery-toolkit) to share any feedback and recommended improvements to this Guide.

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| The Project Summary Report Guide & Template was last reviewed on | 7 July 2025 |
| Next Planned Review Date | March 2026 |
| Guide Reference | **PSRT\_01** |

1. The scale and severity of the event and the scope of the planned project (i.e. being delivered at a local or regional level) will be factors used to determine if the project is coordinated at a local or regional Recovery Office level. [↑](#footnote-ref-2)
2. [National Civil Defence Emergency Management Plan Order 2015 (LI 2015/140) (as at 05 April 2023) 157 CDEM Group recovery activities – New Zealand Legislation](https://www.legislation.govt.nz/regulation/public/2015/0140/latest/DLM6486833.html) [↑](#footnote-ref-3)