###### Report Template

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| CDEM Resilience Fund Project Status Report | | | | | | Date: DD MMMM YY | | | | | |
| Project title |  | | | | | | | Quarter *(Please circle)* | | Q1 Q2 Q3 Q4 | |
| Project manager |  | | | | | | Contact details |  | | | |
| Executive summary of status | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Progress of deliverables (as per the application) | | | | | | | | | | | |
| Milestones | | | | Status (on track, delayed, etc.) | | | | Progress this quarter and next steps | | | |
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|  | | | |  | | | |  | | | |
| Identification of any issues (actual or potential) | | | | | | | | | | | |
|  | | | Issue | | | | | Mitigation | | | |
| Schedule | | |  | | | | |  | | | |
| Staff resources | | |  | | | | |  | | | |
| Budget | | |  | | | | |  | | | |
| Dependencies | | |  | | | | |  | | | |
| Stakeholders | | |  | | | | |  | | | |
| Quality | | |  | | | | |  | | | |
| Other | | |  | | | | |  | | | |
| Budget (GST exclusive) | | | | | | | | | | | |
| Activity | | Expenditure to date | | | Budget to date | Full year budget | | | Budget forecast | | Variance |
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| Comment on variance | | | | | | | | | | | |
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| Confirmation | | | | | | | | | | | |
| I confirm the status report is accurately reflected and the invoice amount is correct. | | | | | | | | | | | |
| **Project Manager** | | | | | **Chief Executive** | | | | **CEG Chair** | | |
| Comment by Resilience Fund Coordinator | | | | | | | | | | | |
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