**QUARTERLY IMPLEMENTATION REPORT TEMPLATE**

**Short Title of Proposed Policy/Program/Project: \_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** **Cabinet Decision #: \_\_\_\_\_\_\_\_***[to be added by Cabinet Office]*

**Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Cabinet Decision: \_\_/\_\_/20\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date report is submitted to Cabinet Office: \_\_/\_\_ /20\_\_**

| **No** | **PROGRESS INDICATOR/ MILESTONE1** | **ACCOUNTABLE OFFICER2** | **AGREED COMMENCMENT DATE3** | **AGREED COMPLETION DATE3** | **RISK ASSESSMENT4** | **IMPLEMENTATION PROGRESS5** | **REASONS/COMMENTS6** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |

**OVERALL PROGRESS ON IMPLEMENTATION7: ❒** completed or on target; or

**❒** is delayed or requires attention; or

**❒** has stalled or targets will not be achieved, requiring substantial review by Cabinet.

**Instructions/Notes:**

1. Unless Cabinet has agreed to amendments, the milestones should be unchanged from the implementation plan submitted to Cabinet. The first five columns (shaded) should be copied from the Implementation Plan as submitted to (or amended by) Cabinet, unless there has been a change of accountable officer or a change in the risk assessment, as noted in 2 or 4 below.
2. If there has been a change in the accountable officer, the new officer should be printed in **bold**.
3. The commencement and completion dates are the dates for this milestone as submitted to the Cabinet with the proposal (or as amended by Cabinet), which form the basis of implementation reports using this template. Any changes to either dates should be noted in the Reasons/Comments column.
4. Update and highlight in **bold** if the risk assessment has changed since the previous report. Risk analysis column should indicate high (H), medium (M) or low risk (L) based on the likelihood that the milestone will not be achieved and the likely impact if it is not achieved. Reasons for changed risk assessments should be included in Reasons/Comments.
5. Implementation column should summarise the progress on each milestone since last quarter. Highlight in **bold** any changes from previous quarterly reports. Possible progress should be summarized in a single word or phrase, which is highlighted in green where the milestone has been completed or is on target (eg completed or expected to be completed on time) , in yellow if the milestone is delayed or requires attention (eg delayed by 3 months or requires recontracting) and in red if the milestone is stalled or requires substantial review by Cabinet (eg funds not available or unable to recruit staff).
6. The ‘Reasons/Comments’ column should **briefly** summarize the reasons for any delay or failure to implement the milestone, with a summary of the recommended remedial action. If Cabinet has already decided not to proceed with the milestone, then this be noted here (with a reference to the relevant Cabinet Conclusion).
7. At the bottom of the table, the responsible Ministry should provide an assessment of the overall progress in implementing the Cabinet decision, by selecting the relevant ‘traffic light’ colour code.