**Activity Work Plan Report**

Instructions

To complete the Activity Work Plan Report you will need a copy of your approved Activity Work Plan.

Most text boxes in this form will be populated by copying the text in your Activity Work Plan. You will need to report against each line item in the text boxes on the right hand site of the form.

For further guidance on completing this form go to the [Website](https://www.dss.gov.au/node/41396)

Add rows to the following tables as required.

Activity Details

| **Organisation Name** | *From AWP* |
| --- | --- |
| **Grant Activity Name** | *From AWP* |
| **Grant Activity ID** | *From AWP* |

Activity Deliverables

| **Objective** | **Deliverable** | **Time frames** | **Measures of success** | **Status** | **Progress Report** |
| --- | --- | --- | --- | --- | --- |
| *From AWP* | *From AWP* | *From AWP* | *From AWP* |  |  |

**Risk Management (please note any predicted risks & related mitigation strategies)**

| **Risk** | **How the Risk will be Managed** | **Report** |
| --- | --- | --- |
| *From AWP* | *From AWP* |  |

Budget

| **Items** | **Budgeted Amount** | **Expended Amount** |
| --- | --- | --- |
| *From AWP* | *From AWP* |  |
| *From AWP* | *From AWP* |  |

**Stakeholder**

| **Stakeholder** | **Interest or Impact** | **Engagement Strategy** | **Progress Report** |
| --- | --- | --- | --- |
| *From AWP* | *From AWP* | *From AWP* |  |

**Further Comments**

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