

Project Reporting

- Completion of all required reports is a contractual obligation to receive funding from OCI. The following project reports will be required:

Specific deliverable	Format	Timeline
Program Kick-Off Deck <ul style="list-style-type: none"> Introduction to the team Define goals Detailed work plan and deliverables Outline team responsibilities Outline monitoring and evaluation plan (the metrics to be included in reporting) Outline marketing, promotion and engagement plan Outline sustainability plan 	PowerPoint	A week after program activation
Program Kick-Off Updates: <ul style="list-style-type: none"> Include status of program milestones Include launch date and timelines for program activities Include which stakeholders are involved in program design/delivery Include resources required to deliver the program Include details on content design and delivery Include EDI considerations and how you plan to measure impact Include data collection strategy to measure impact and outcomes 	PowerPoint	A week after the program launch
Interim Progress and Financial Reporting Progress Reports should: <ul style="list-style-type: none"> Provide status updates on program milestones Participation: <ul style="list-style-type: none"> Report on number of student sign-ups Report on demographics of student sign ups Report on stakeholder engagement (students, partners, industry, academic institutions, etc.) Success Stories Financial Reports should include: <ul style="list-style-type: none"> Data and information requirements Proof of expenditure Partnership contributions Financial attestation Request for reimbursement 	Report Templates	Every 3 months
Final Report Final Report should include the following sections: <ul style="list-style-type: none"> Program brief and summary Reflections and lessons learned 	PDF/Word, Excel Template	One month after the program end date

<ul style="list-style-type: none"> • Impact and outcomes - analysis of monitoring and evaluation activities and data collected; staff evaluations; student feedback (anonymized) • Program contributions to equity, diversity and inclusion • The next steps for sustaining program objectives, and if possible, scaling the program. • Recommendations for future programs. 		
<p>Retrospective Survey</p> <p>At one, two and three years after project completion, the applicant will be sent a link to complete a retrospective survey to collect data on commercial outcomes from the project. This information is required by OCI for assessment of long-term program impact and continuous improvement.</p>	PDF/Word	March of every year