

FIELD VISIT REPORT

Date:

Name of project:

Information obtained from:

Report completed by:

Field visit number:

1. List the progress since the previous visit.
2. Is the project operating on schedule? If not why not and what actions are being taken?
3. Is the project on budget? What evidence is provided?
4. Are there additional unexpected costs?

5. Are there any unexpected challenges? How are these being addressed?

6. Record keeping assessment (select one)

Up-to-date and accurate

Up-to-date and not very accurate

Not up to date

Not attempted

7. Other

8. Examples of evidence eg photos, video etc

Signed

Field Visitor

Project Manager