



## **MILESTONE REPORT**

**PROJECT NUMBER:**.....

**PROJECT TITLE:**.....

**PROJECT MANAGER** (organisation name).....  
(individual name).....

**OTHER PARTICIPANTS** (organisation name).....

**PRINCIPAL RESEARCHER** (individual) .....

**DUE DATE FOR MILESTONE:**.....  
(As per Annexure "A" of Research Agreement or as varied)

**PERSONNEL WORKING ON THIS PROJECT**

| NAME | POSITION ON PROJECT | ORGANISATION | % TIME |
|------|---------------------|--------------|--------|
|      |                     |              |        |
|      |                     |              |        |
|      |                     |              |        |
|      |                     |              |        |
|      |                     |              |        |

In no more than two pages demonstrate that the milestone has been achieved, the contribution this makes towards achieving project objectives, any difficulties incurred and any other information relevant to the project. A signed milestone report together with all technical reports (i.e. all supportive reports, test results, publications and other written documentation developed as part of the achievement of the milestone) should be provided electronically or as a hard copy. Include the following headings:

- Description of current progress and demonstration that Milestone has been achieved
- Description of outputs achieved
- Description of how outputs achieved contribute to the Objectives of the Project
- Progress Against Objectives
- Conclusions reached
- Discoveries made
- Issues Arising
- Explanation for any delays
- Revised Schedule of Milestones, including updated Gantt chart (if applicable)
- Any project change proposal including details of the change, reason it is needed, benefits to the project outcomes if changes made, impact on the project if changes not agreed, revised Gantt chart and milestone schedule (including budget).

# MILESTONE FINANCIAL REPORT

**1. TOTAL RECEIPTS FOR THE PERIOD .....to.....**  
 (All amounts are exclusive of GST)

|                             | CASH (\$) | IN-KIND (direct \$ value) |
|-----------------------------|-----------|---------------------------|
| FWPA (ACTUAL/[ANTICIPATED]) |           |                           |
| PROJECT MANAGER             |           |                           |
| OTHER PARTICIPANTS          |           |                           |
| OTHER SOURCES               |           |                           |
| <b>TOTAL RECEIPTS</b>       |           |                           |

**2. TOTAL EXPENDITURE FOR THE PERIOD .....to.....**  
 [Please note if this is the first Milestone Report, it should include acquittal of any monies received from FWPA on signing of contract]  
 (All amounts are exclusive of GST)

|   | CASH (\$) | IN-KIND (\$) | VARIANCE FROM AGREED BUDGET (\$) |
|---|-----------|--------------|----------------------------------|
| TOTAL SALARIES                                |           |              |                                  |
| TRAVEL  |           |              |                                  |
| TOTAL OPERATING (excluding Salaries & Travel) |           |              |                                  |
| TOTAL CAPITAL                                 |           |              |                                  |
| <b>TOTAL EXPENDITURE</b>                      |           |              |                                  |

**VARIATIONS FROM ORIGINAL BUDGET** - give reasons for variation and impact on total project cost.

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I certify that the information in this report is true and correct, to the best of my knowledge:

**PROJECT MANAGER**

Name..... Position.....  
 Signature.....Date.....

**OTHER PARTICIPANTS**

**Steering Committee Members (List names):**

.....  
 Meeting type (Indicate type: Teleconference, E-mail, Face-face) Meeting Date.....

I certify that this milestone report has been accepted by the project Steering Committee

**Steering committee Chair/Representative<sup>1</sup>**

Name..... Signature..... Date.....

| FWPA USE ONLY  |        |
|--|--------|
| • Has the milestone been achieved                              | YES/NO |
| • Steering Committee endorsement                               | YES/NO |
| • Financial report provided                                    | YES/NO |
| • Certification endorsement for In-Kind contributions attached | YES/NO |

<sup>1</sup> Must be an industry representative

• Two page summary of final report provided

YES/NO

**IN-KIND CERTIFICATIONS ENDORSEMENT**

(Add as many as required)

Name..... Company..... Signature.....Date.....

Name..... Company..... Signature.....Date.....