

Progress and Completion Report

Procedure: The Progress or Completion Report is divided into two sections.

- The first section is intended to describe the course of the project. This report is to be no more than 2 pages with a total of 500 words.
- The second section is designed to demonstrate the impact of the project on Kwantlen's students; faculty and teaching; and the internal and external community. Please complete this summary in 250 words or less.

Name of Fund:

Name:

Project Title

Project Start Date:

Project End Date:

Please Indicate:

Signature: _____ Date: _____

SECTION 1a: Describe the Content & Results of Project

SECTION 1b: Course of Project

SECTION 2: Impact of Project