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TASKS	Target Date	Progress/Results	Revised Date	Tasks for following week
ADMIN & MISCELLANEOUS				

Date of Progress Report :								
· · · · · ·	Location of	Projected	Responsible Program Manager					
Name of LF	Activities	Dates	Manager	Activites/Status	TASKS for following week			
					-			
				Activites/Status	TASKS for following 6 weeks			

Name of Lead Firm								
Preparatory Tasks with Lead Firms (attach)	Yes/No							
Completion of criteria check-lists								
Impact logic								
Site visit to company premises (if not already conducted)								
Detailed planning exercises (including use of question guides for their proposed activities)								
Detailed budgeting exercise								
Environmental Compliance Exercise								
Facilitation of business plan or strategic planning exercise (if needed)								
Development of draft Memorandum of Understanding (MOU)								
Review of draft MOU								
Approval of MOU								
Capacity Building of LF in Training/Adult Learning Methodology								
Development of participant evaluation form for LF initiatives								
Review of LF financial reporting model with LF								
Collection of LF baseline information								