

This document was produced by: Fit for Life Program [Kunnossa kaiken ikää (KKI) - ohjelma], Finland (partner in the SPACe EU project).



**[NAME OF YOUR ACTION PLAN]**

## Status report template

*Date Year*

## Introduction

*Write short and informative introduction about your action plan. Who has produced the Action plan? What is the aim and vision of your action plan? What are your goals?*

This status report will describe the implementation status of the action plan until **Month Year**.

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## 1. Introduction

Write short introduction related to status report. When and how information was gathered? Who was the source of information?

## 2. Implementation status

### 2.1 Status information on each action step

Create as many tables as you have goals in your action plan. Write down the actions and whom it was assigned to. Then ask those people how were assigned to each step to fill in current status (draft, in progress, completed, cancelled, verify) and estimate stage of completion (%). In case the person whom the action was assigned to want briefly comment on that step, they can fill in the info at 2.2.

<b>Goal 1: Write down you first goal</b>			
Action	Assigned to	Status (draft, in progress, completed, cancelled, verify)	Stage of completion (%)
1.1 Write down your action steps for goal 1.	Whom it was assigned to?		
1.2 Write down your action steps for goal 1.	Whom it was assigned to?		
1.3 Write down your action steps for goal 1.	Whom it was assigned to?		
1.4 Write down your action steps for goal 1.	Whom it was assigned to?		

<b>Goal 2: Write down you second goal</b>			
Action	Assigned to	Status (draft, in progress, completed, cancelled, verify)	Stage of completion (%)
2.1 Write down your action steps for goal 2.	Whom it was assigned to?		
2.2 Write down your action steps for goal 2.	Whom it was assigned to?		
2.3 Write down your action steps for goal 2.	Whom it was assigned to?		
2.4 Write down your action steps for goal 2.	Whom it was assigned to?		

<b>Goal 3: Write down you third goal</b>			
<b>Action</b>	<b>Assigned to</b>	<b>Status (draft, in progress, completed, cancelled, verify)</b>	<b>Stage of completion (%)</b>
3.1 Write down your action steps for goal 3.	Whom it was assigned to?		
3.2 Write down your action steps for goal 3.	Whom it was assigned to?		
3.3 Write down your action steps for goal 3.	Whom it was assigned to?		
3.4 Write down your action steps for goal 3.	Whom it was assigned to?		
3.5 Write down your action steps for goal 3.	Whom it was assigned to?		

<b>Goal 4: Write down you fourth goal</b>			
<b>Action</b>	<b>Assigned to</b>	<b>Status (draft, in progress, completed, cancelled, verify)</b>	<b>Stage of completion (%)</b>
4.1 Write down your action steps for goal 4.	Whom it was assigned to?		
4.2 Write down your action steps for goal 4.	Whom it was assigned to?		
4.3 Write down your action steps for goal 4.	Whom it was assigned to?		

## 2.2 Info

If the person whom the action was assigned to wants to comment about status or stage of completion they can do it here.

1.1

1.2

1.3

1.4

2.1

2.2

2.3

2.4

3.1

3.2

3.3

3.4

3.5

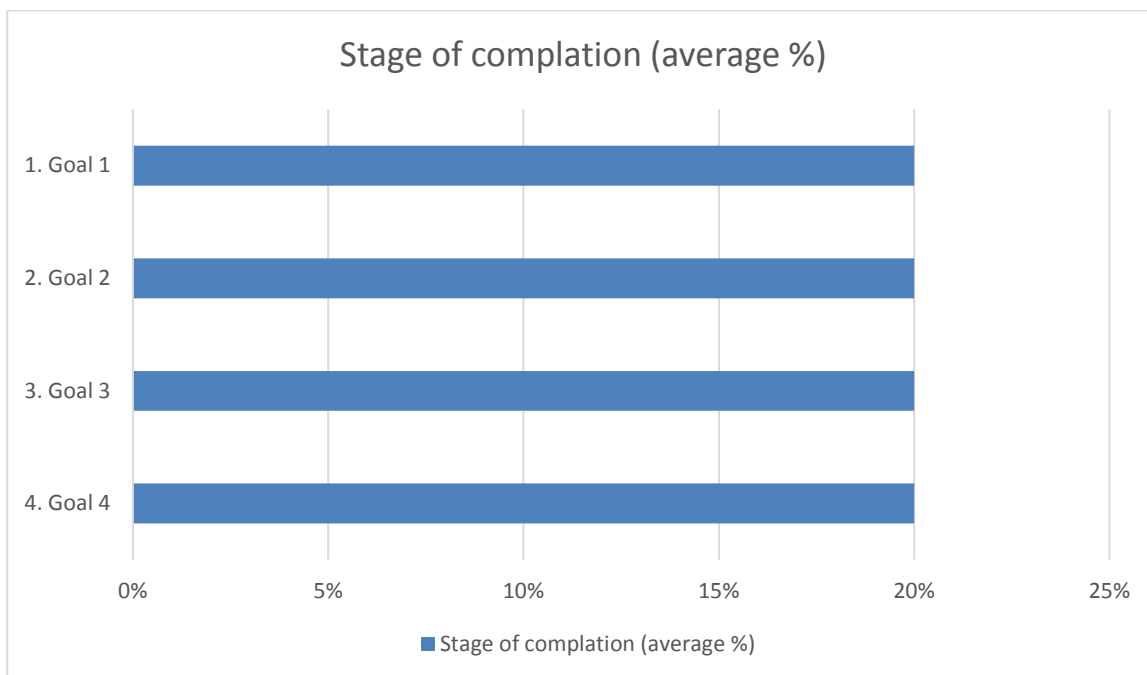
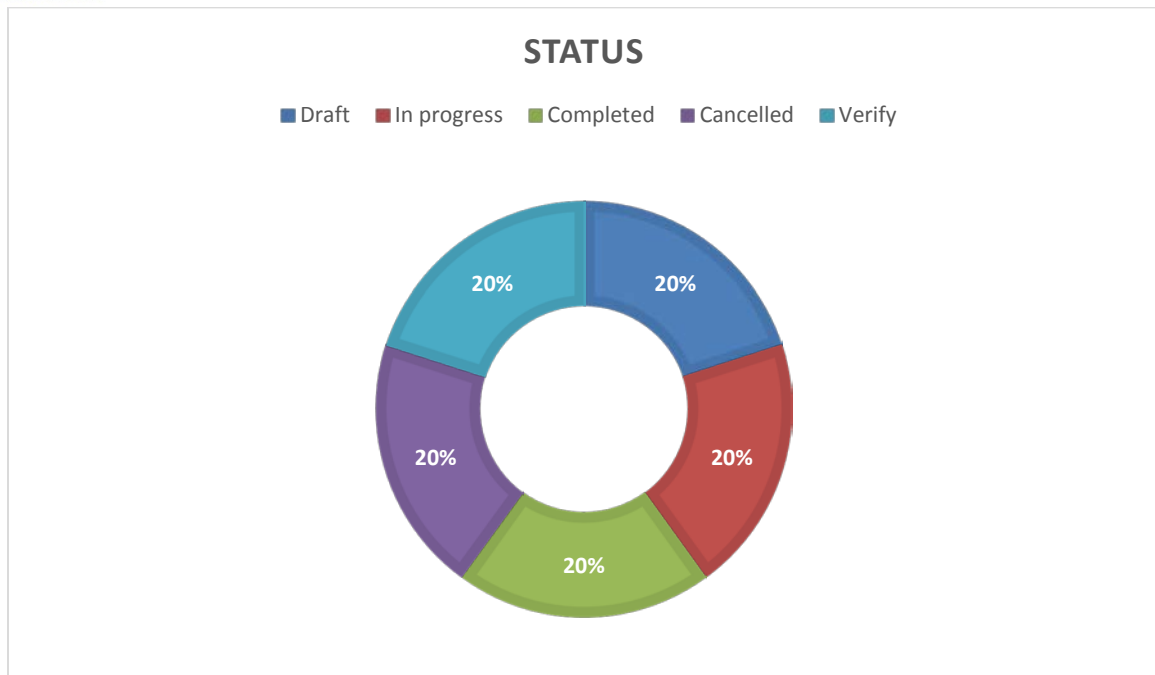
4.1

4.2

4.3

### 3. Observations from the implementation status

*In this section you have two charts to summarize the status. You can adjust them by clicking on right on your mouse and choosing "Edit Data -> Edit in Excell". First count the status (draft, in progress, completed, cancelled, verify) of the steps and mark down the percentage of status. Second count the stage of complaton using average %.*



## 4. Conclusion

*Write down the final conclusion about the results.*

## Attachment

*Attach your Urban Active Environment (UActiveE) Action Plan*

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