****

**PGR PERIODIC REVIEW**

APPENDIX 12

TEMPLATE PROGRESS REPORT

**INTRODUCTION**

The Dean of the Review Area (or nominee) is responsible for submitting a Progress Report to PGR Committee six months following the Initial Post Periodic Review Meeting. It may be necessary to develop the Progress Report in consultation with colleagues from the Faculty and the wider University depending on the extent and nature of the action plan.

A template for doing this is provided below.

****

**PGR PERIODIC REVIEW**

**PROGRESS REPORT FROM *NAME OF REVIEW AREA***

1. **SUMMARY OF PROGRESS**

*Please provide a brief overview of progress made to date on the actions identified following PGR Periodic Review, highlighting any particular challenges that have prevented progress.*

**PERIODIC REVIEW: [REVIEW AREA]**

**PROGRESS ON ACTION PLAN**

1. **UPDATE ON STRATEGIC AND OPERATIONAL ACTIONS FOR THE UNIVERSITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Original Recommendation** | **Action** | **Responsible** | **Original Deadline** | **Progress update** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **UPDATE ON STRATEGIC AND OPERATIONAL ACTIONS FOR FACULTY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Original Recommendation** | **Action** | **Responsible** | **Original Deadline** | **Progress update** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **UPDATE ON STRATEGIC ACTIONS FOR SCHOOL/ INSTITUTE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Original Recommendation** | **Action** | **Responsible** | **Original Deadline** | **Progress update** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **UPDATE ON OPERATIONAL ACTIONS FOR DEPARTMENT IF RELEVANT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Original Recommendation** | **Action** | **Responsible** | **Original Deadline** | **Progress update** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |