



# Project Report

## Fidya Project Social Welfare

*(Insert Occasion \_\_\_\_\_ Year)*  
*(Insert District \_\_\_\_\_)*

Approved by:

Name: \_\_\_\_\_

\_\_\_\_\_ Manager  
\_\_\_\_\_ Foundation

\_\_\_\_\_ Treasurer  
\_\_\_\_\_ Hidaya Foundation

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Project Report**  
**Fidya –HF365PPI**  
**District Operations**

Headquarters  
 481  
 Saeed  
 956

**1.0 Project Objective**

The purpose of this project is to feed the destitute and the most weakest/poor people with a sufficient meal for their family even though they are working whole day in Pakistan nowadays. With this project we can give them a bit in their mouths.

**2.0 Project Summary**

Project Name	Fidya Project
Occasion / Event / Month / Year	
Objective of the Project	
Project/Program Manager Name, Telephone Number and E-mail:	
Backup Project Manager Name, Telephone Number and E-mail:	
Name(s) & Title(s) of the person(s) responsible for purchasing	
Name(s) of those who will supervise the distribution	

**Measurements – Actual against plan**

			<b>Explain Variance</b>
Total Project Cost in US Dollars (\$):			
Total Project Cost in Local Currency:			
Currency Exchange Rate on date of Conversion (submit receipt)			
Project Start Date:			
Project End Date:			
Total funding received:			
Type of beneficiary:			
Total beneficiaries:			
Location (District, Village, etc.)		<b>Example: District, Town/Village, etc.</b>	

(required)

(Date submitted / sent to CFO – by who?)	<b>NO</b> (Explain, why not and was prior authorization taken to do so)?
--	--



form HF301?		
Were Photographs / Videos taken of distribution?		
Have all genuine* purchased material receipts been acquired and sent to CFO?	N/A	

\* Receipts must be on the suppliers official receipt pad, with supplier’s signature and stamp

### 3.0 Implementation Details

**Provide detailed responses to the questions (You are provided to answer each question with adequate detail and explain how well the project was executed):**

#### 3.1. Project Management

- a. Who managed the overall project?
- b. Who was the backup project manager?
- c. How many supporting resources were used to help execute the project in a timely and efficient manner (Refer to the table 4.2). *(You are provided to answer this question after you complete the table 4.2).*
- d. What will each of the resources do?

#### 3.2. Project Task Dates, Deliverables

- a. What was the agreed upon start and end date for the project?
- b. What was the agreed upon deliverables for the project?

#### 3.3. Beneficiaries

- a. Who were the beneficiaries of the project? (Consider economic conditions?)
- b. How were the beneficiaries identified?
- c. How were the beneficiaries selected for all beneficiaries to judge their eligibility under the project?
- d. How were the beneficiaries notified of this project?
- e. How were the beneficiaries benefited from this project?
- f. How were the beneficiaries notified of the project?
- g. How were the beneficiaries notified of the project?
- h. How were the beneficiaries notified of the project?
- i. How were the beneficiaries notified of the project?
- j. How were the beneficiaries notified of the project?
- k. How were the beneficiaries notified of the project?
- l. How were the beneficiaries notified of the project?
- m. How were the beneficiaries notified of the project?
- n. How were the beneficiaries notified of the project?
- o. How were the beneficiaries notified of the project?
- p. How were the beneficiaries notified of the project?
- q. How were the beneficiaries notified of the project?
- r. How were the beneficiaries notified of the project?
- s. How were the beneficiaries notified of the project?
- t. How were the beneficiaries notified of the project?
- u. How were the beneficiaries notified of the project?
- v. How were the beneficiaries notified of the project?
- w. How were the beneficiaries notified of the project?
- x. How were the beneficiaries notified of the project?
- y. How were the beneficiaries notified of the project?
- z. How were the beneficiaries notified of the project?



- b. What were the logistics for distribution of goods? Were tokens in distribution? If not, what other process was used to ensure distribution?
- c. What items were distributed? How much quantity? What was the package for a family of two?
- d. What was the cost per food package (local currency)?
- e. Where did food distribution take place? (District office, Hidaya Field office, or other location (identify))
- f. What security measures were taken by the distribution team as well as that of beneficiaries?

**3.5. Purchasing**

- a. What in-kind material(s) were used?
- b. What material(s) were purchased from other areas? Please provide the name(s).
- c. What is this supplier's phone number(s) and contact name(s)?

**3.6. Project Tasks**

- a. List all tasks performed.
- b. Were there any challenges? What did you do to give due attention to these challenges?

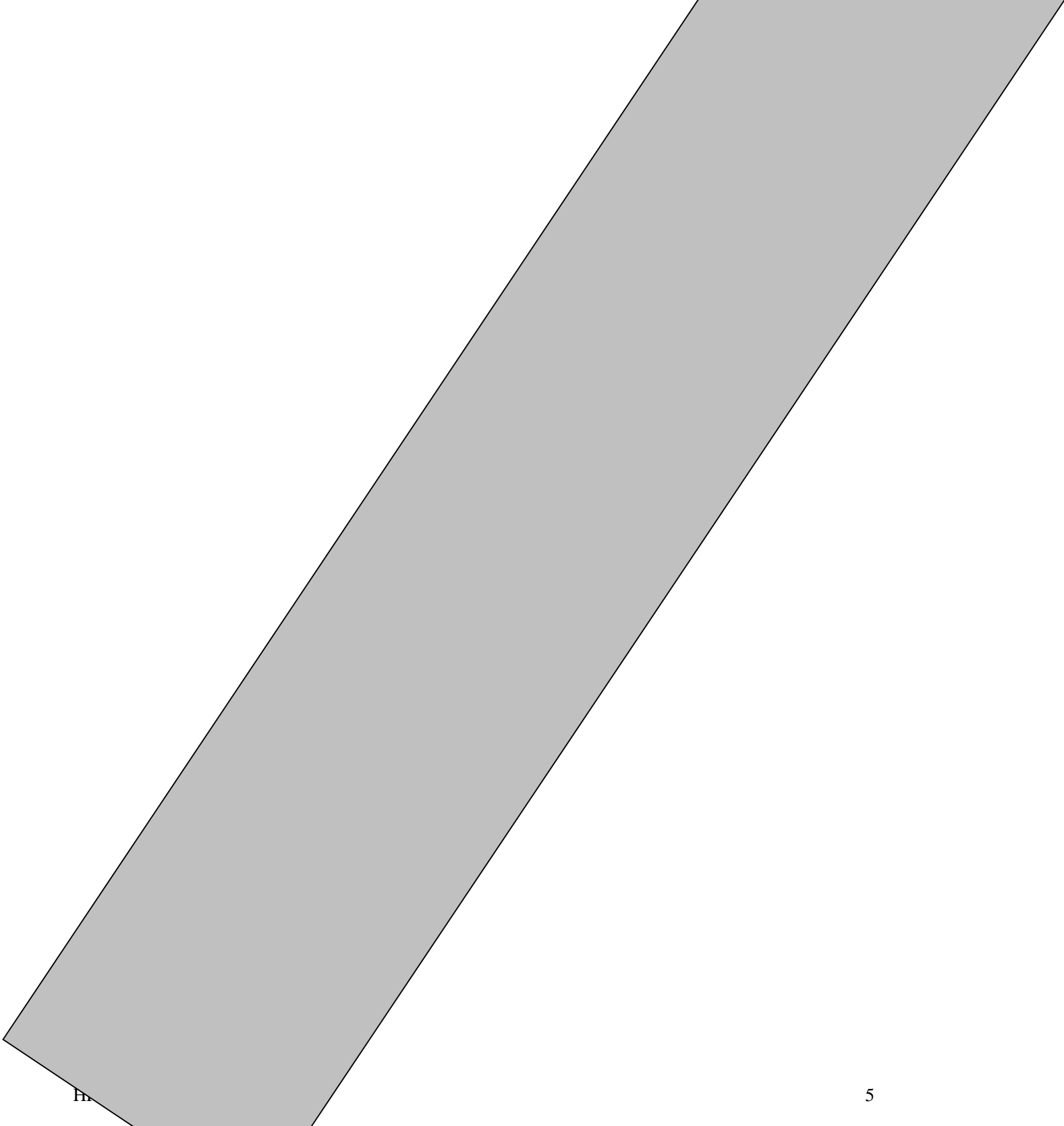
**3.7.**

What were the major challenges or diversions did you face during the life of this project (examples: undue individuals, groups or parties?)



**b. What difficulties/risks did you face in implementing this project? Were they any? If so, what measures did you take to avoid the risks/difficulties)?**

**3.9. Other: Use this space to provide any other information that you feel would help us better understand the logistics issues, inadequacies during the execution process, and any other factors which could benefit every one when executing other projects of similar nature.**





### 4.0 Actual Project Costs

#### 4.1. Cost of Materials / Commodities: *(Fill in only the line items actually used for the project)*

	List of items actually purchased	Unit of measure	Number of Units used (Quantity)	Price Per Unit
a	Rice			
b	Cooking Oil			
	<b>Total Material Costs</b>			

#### 4.2. Overhead Cost: *(Fill in only the line items actually needed for the project)*

	List of other cost items in support of the project	Amount	Variance*
a	Loading, Unloading and transportation of food products		
b	Packing Materials and Plastic Bags		
c	Packaging Labor compensation		
d	Photographs and related charges		
e	Telephone charges		
f	Documentation / copying charges		
g	Banners and advertising		
h	Conveyance		
i	Other		
	<b>Total Overhead Costs</b>		

*\*(Explain all variances between planned and actual costs in the back of this page)*

#### 4.3. Total Cost

<b>Total Project Cost (Materials + Overhead)</b>	<b>0.00</b>
<b>Total Project Cost (Materials + Overhead)</b>	<b>\$0.00</b>
<b>Funds Received by Hidaya Foundation</b>	<b>0.00</b>
<b>Funds Budgeted by Hidaya Foundation</b>	<b>0.00</b>
<b>Balance Remaining</b>	<b>0.00</b>

I hereby certify that I have faithfully performed the duties entrusted to me in accordance with guidelines provided by Hidaya Foundation and have made every attempt within my abilities to do so.

Project Manager: \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Reviewer

District Director: \_\_\_\_\_ Signature \_\_\_\_\_

District