# Appendix 3 – Deadline 1 February

## APM Project Management Challenge – Interim report: Email to [pmchallenge@apm-wessex.org.uk](mailto:pmchallenge@apm-wessex.org.uk)

Please use the template below to provide a progress report to the judges. Your report should be no longer than one page. This should be submitted by 1 February.

|  |  |
| --- | --- |
| Project team |  |
| Date of report |  |
| Mentor name |  |
| Please summarise the status of your project. | Please include details of the organisation you are working with, and an overview of progress made to date. This should be a summary, of no more than 1 500 words.  You should consider the following competences during the development of your report:  **1. Stakeholder engagement and communication management:** The ability to work with people, both internally and externally, to build support to achieve intended outcomes.  **2. Benefits management:** The ability to identify and agree the benefits of your project and determine how they will be measured, monitored and managed throughout a change initiative until they are realised.  **3. Solutions development:** The ability to determine the optimal solution to satisfy agreed requirements. |