

## T10

## Contents and Examples of a Status Report

**Summary:** The status assessment report should be a readable document which condenses the key information gained during the third step of the CLUES planning procedure. The sample outline given here can be used as template and provides guidance on how to structure such a document. Furthermore, two examples serve as references and inspiration.

### Application Within the Planning Process:

**Step 3:** Detailed Assessment of the Current Situation

### Related Tools:

**T9** Assessment Checklist

**Purpose** The status assessment report is the main output of the third CLUES planning step. It contains all the information gathered during the assessment of the current situation in a condensed and clearly represented form. The sample outline of the status report provided in this tool aims to give you an idea on how to structure such a document. Two examples from case studies illustrate possible contents and layouts of a status report.

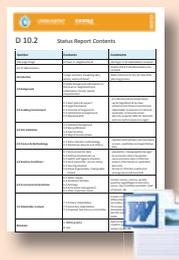
**How to use this tool?** The status assessment report should include all the information listed in the assessment checklist (**Tool T9**) and bring it into a concise, readable form. The suggested outline of a status report can be accessed as a PDF (**Document D10.1**) or Word document (**D10.2**). The editable Word version can directly be used as report template. However, users should feel free to adapt it to their specific situations, e.g. highlighting certain important aspects by discussing them in separate chapters.

**Documents D10.3** and **D10.4** are the assessment reports from the case studies in Chang'ombe, Dodoma (Tanzania) and Hatsady Tai, Vientiane (Laos), respectively, and can be used as sources of inspiration.

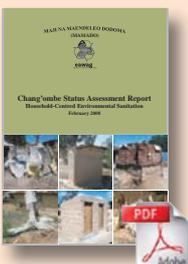
## Resources



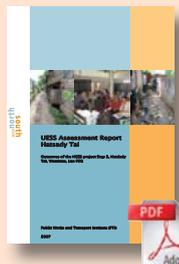
**Document D10.1:**  
*Status Report Contents*  
[D10.1.pdf](#)



**Document D10.2:**  
*Status Report Contents*  
[D10.2.doc](#)



**Document D10.3:**  
*Assessment Report Dodoma*  
[D10.3.pdf](#)



**Document D10.4:**  
*Assessment Report Hatsady Tai, Laos*  
[D10.4.pdf](#)