



PEER ADVISOR NETWORK ADVISOR FINAL REPORT - FY10/11

A Final Report must be completed by the Peer Advisor and submitted to the Regional PAN Office **within four weeks** of completion of each contract. Please complete this form and provide an attachment to answer the narrative questions below. Limit your narrative to no more than two pages, excluding any additional attachments (see Question 5, below). Please retype the question number and the question for each answer.

NOTE: The Client must review and approve a draft of the Final Report before it is submitted to the PAN Regional Office. While Advisors are required to evaluate each assignment, it is important to acknowledge Client confidentiality. It is important to provide the Client an opportunity to suggest Final Report revisions.

Advisor Name: _____ Submission Date: _____

Client Organization of Group Served: _____

Contracted Hours: **.5 Days (4 Hours)** **1 Day (8 hours)** **1.5 Days (12 hours)** **2 Days (16 hours)**

Actual Contract Start Date: _____ Actual Contract End Date: _____

NARRATIVE

1. Please assess advance information or materials that you requested of the Client (for example: minutes from Board meetings, promotional materials, financial statements, grant applications, etc.)? Was the information beneficial to the consulting process? Would additional information have been instructive?
2. During the course of this contract, please describe any modification(s) or change(s) made to the project goals as originally stated in the Memorandum of Understanding and explain the cause(s) for the adjustment(s).
3. To what extent was the Client able / will be able to address the specific concerns or issues that brought about the consulting project (concerns described in the original application, the MOU, or identified during the consultancy)?
4. From your observations, in what ways did this short term consulting project support the Client (addressed stated goals, built ability or capacity, individual learning, developed confidence, etc.)? Please provide example(s) of pertinent changes, progress or improvements made by the Client that have already been undertaken and/or that you feel are likely to be implemented.
5. What key recommendations did you propose to the Client? Please attach copies of any materials or resources you provided to the Client.
6. Within the boundaries of mutually agreed confidentiality, describe any other suggestions, guidance or comments you offered the Client during the consultancy. What other technical assistance, if any, might the Client make use of to support their growth and learning at this time?

SUBMISSION

Please sign and date your final report submission and mail/deliver to the Regional PAN Office that provided this assignment. Be sure to address the mailing - ATT: Peer Advisor Network