

Project Monitoring Schedule – National Incubation Centre Quetta

The Project Director (NIC Project) shall be responsible for submitting the following reports, as per the specified schedule, for the Project.

Name of Report	Due Date/Time
Pre Incubation Period	
<ul style="list-style-type: none"> • Project Inception Report • Gant Chart of establishment period 	Within 15 days of commencement of project
<ul style="list-style-type: none"> • Completion Report of Establishment of NIC • Financial & Internal Audit Report of Establishment phase 	Within 30 days after establishment of NIC
1st Year	
1 st Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 1 st Quarter of 1 st Year
2 nd Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 2 nd Quarter of 1 st Year
3 rd Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 3 rd Quarter of 1 st Year
4 th Quarter: Reports <ul style="list-style-type: none"> • Comprehensive Annual Progress Report • Startups Development/Progress Report • Annual Financial & Internal Audit Report • Annual External Financial Audit Report by A rated Chartered Accountants Firms • Startups Feedback/Survey Report 	Within 30 days after completion of 4 th Quarter of 1 st Year
2nd Year	
1 st Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report 	Within 30 days after completion of 1 st Quarter of 2 nd Year

<ul style="list-style-type: none"> Quarterly Financial & Internal Audit Report 	
2 nd Quarter: Reports <ul style="list-style-type: none"> Quarterly Progress Report Startups Development/Progress Report Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 2 nd Quarter of 2 nd Year
3 rd Quarter: Reports <ul style="list-style-type: none"> Quarterly Progress Report Startups Development/Progress Report Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 3 rd Quarter of 2 nd Year
4 th Quarter: Reports <ul style="list-style-type: none"> Comprehensive Annual Progress Report Startups Development/Progress Report Annual Financial & Internal Audit Report Annual External Financial Audit Report by A rated Chartered Accountants Firms Startups Feedback/Survey Report 	Within 30 days after completion of 4 th Quarter of 2 nd Year
3rd Year	
1 st Quarter: Reports <ul style="list-style-type: none"> Quarterly Progress Report Startups Development/Progress Report Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 1 st Quarter of 3 rd Year
2 nd Quarter: Reports <ul style="list-style-type: none"> Quarterly Progress Report Startups Development/Progress Report Quarterly Financial & Internal Audit Report Mid-Term Review Report Comprehensive Impact Assessment Report of previous Years 	Within 30 days after completion of 2 nd Quarter of 3 rd Year
3 rd Quarter: Reports <ul style="list-style-type: none"> Quarterly Progress Report Startups Development/Progress Report Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 3 rd Quarter of 3 rd Year
4 th Quarter: Reports <ul style="list-style-type: none"> Comprehensive Annual Progress Report Startups Development/Progress Report Annual Financial & Internal Audit Report 	Within 30 days after completion of 4 th Quarter of 3 rd Year

<ul style="list-style-type: none"> • Annual External Financial Audit Report by A rated Chartered Accountants Firms • Startups Feedback/Survey Report 	
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4th Year	
1 st Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 1 st Quarter of 4 th Year
2 nd Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 2 nd Quarter of 4 th Year
3 rd Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 3 rd Quarter of 4 th Year
4 th Quarter: Reports <ul style="list-style-type: none"> • Comprehensive Annual Progress Report • Startups Development/Progress Report • Annual Financial & Internal Audit Report • Annual External Financial Audit Report by A rated Chartered Accountants Firms • Startups Feedback/Survey Report 	Within 30 days after completion of 4 th Quarter of 4 th Year
5th Year	
1 st Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	Within 30 days after completion of 1 st Quarter of 5 th Year
2 nd Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report • Comprehensive Impact Assessment Report of previous 4 Years 	Within 30 days after completion of 2 nd Quarter of 5 th Year
3 rd Quarter: Reports <ul style="list-style-type: none"> • Quarterly Progress Report 	Within 30 days after completion of 3 rd Quarter of 5 th Year

<ul style="list-style-type: none"> • Startups Development/Progress Report • Quarterly Financial & Internal Audit Report 	
<p>4th Quarter: Reports</p> <ul style="list-style-type: none"> • Comprehensive Annual Progress Report • Startups Development/Progress Report • Annual Financial & Internal Audit Report • Annual External Financial Audit Report by A rated Chartered Accountants Firms • Startups Feedback/Survey Report • Project Completion Report • <i>Project Impact Assessment Report *</i> 	<p>Within 30 days after completion of 4th Quarter of 5th Year</p>

* Within 15 days after 6 months of the completion of the project

Site Visits: In addition, on site monitoring will be conducted by Ignite (Formerly National ICT R&D Fund) Project Team or its appointed representatives, as and when desired, to establish project progress against deliverables, financials, and timeline.