**Proposed Project Specific and Company KPI Report Template**

If successful, this table will form part of the Development Investment Agreement and become a template for reporting. Only complete yellow highlighted sections as your proposal. All KPIs should be achievable in the first Slate term (12 months).

|  |  |
| --- | --- |
| Applicant company: |  |
| Date of report: | [Leave blank] |

**Part 1A: Narrative Report – Project specific KPIs for the Slate term**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project Title** | **Project KPI (e.g. 1st draft script delivered, received Matched Funding, begin principal photography, etc)** | **Development Timeline** | **Delivery Material** | **Has the KPI been met for this reporting period?** | **Are you on target to deliver the project’s Delivery Materials?** | **Summary of progress and performance with explanation of any failure to meet any KPIs or delays in delivery** |
| **1.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **2.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **3.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **4.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **5.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **6.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **7.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **8.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **9.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |
| **10.** |  |  |  |  | [Yes/No] | [Yes/No] | [Producer to complete] |

**Part 1B: Expenditure Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Project Title / Budget Category** | **Screenwest Funding Allocated** | **Proposed WA Spend** | **Actual Screenwest Spend** | **Variance (i.e. from allocation to spend)** | **Actual WA Spend** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Part 2: Narrative Report – Slate Development Strategy and Funding Program Outcomes (overall company outcomes)**

KPIs may include targets relating to marketability, diversity, cultural relevance, production outcomes, company expansion and efficiency and must include detailed, quantitative KPIs regarding how the company with engage with the less established sector.

All KPIs need to use the SMART format (find out more at <http://en.wikipedia.org/wiki/SMART_criteria>)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Company KPI** | **Strategy to meet the KPI with Timeline** | **Summary of progress and performance with explanation of any failure to meet any KPIs** |
| **1.** |  |  | [Producer to complete] |
| **2.** |  |  | [Producer to complete] |
| **3.** |  |  | [Producer to complete] |
| **4.** |  |  | [Producer to complete] |
| **5.** |  |  | [Producer to complete] |
| **6.** | **Emerging Sector KPI #1: [ Insert Outcomes]** |  | [Producer to complete] |
| **7.** | **Emerging Sector KPI #2: [ Insert Outcomes]** |  | [Producer to complete] |
| **8.** | **Emerging Sector KPI #3: [ Insert Outcomes]** |  | [Producer to complete] |

*If successful, the below will also be required at the reporting milestones. Do not complete anything at this application stage.*

**Part 3: Overview of Producer’s activities and achievements in the year to which the report relates, including details of any additional funding secured from screen agencies and/or other sources.**

**Part 4: A brief report from any Western Australian practitioner that the Producer has supported outlining their engagement with the company.**