

Name of MSP

End of Tenure Report

The Ecclesia Embassy

Outgoing Team Lead	
Outgoing Assistant Team Lead	
Tenure Start Date (<i>Team Lead</i>)	
Tenure Start Date (<i>Assistant Team Lead</i>)	

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1. Introduction

< Provide a brief overview of your time in office. Delete this guide before you proceed.>

Insert text here

2. Major Accomplishments/Projects

< Provide a concise overview of the major accomplishments/projects of the MSP during the season and the corresponding outcomes. Delete this guide before you proceed.>

S/N	Task	Outcome
1		
2		
3		
4		
5		

3. Major Challenges

S/N	Challenge	Resolution/Recommendation
1		
2		
3		

4. Lessons Learned/Recommendations

<Kindly outline the major lessons learned and recommendations for improved service delivery. Delete this guide before you proceed.>

1. Point one
2. Point two
3. Point three

5. Pending activities

<Kindly outline ALL proposed activities for the season that are pending, this includes those that were started but not completed and those that have not begun. Delete this guide before you proceed.>

1. Point one
2. Point two
3. Point three

6. Conclusion

Insert Text Here