How to prepare a Project Progress Report

ITEA Call 2021 Project leader briefing webinar
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ITEA 4

ITEA 4 is the Eureka Cluster on software innovation

Project Progress Report
Rationale

- Project Progress Report (PPR) is one of the reporting tools to monitor the progress of ITEA projects

- PPR principle:
  - Complementary to Project Reviews
  - Focused on project status and progress
  - Reviewed by 2-3 Steering Group (STG) reviewers

- Objectives:
  - To check if projects are on track
  - To provide support to steer projects towards their objectives
  - Ensure all partners are aligned

** The PPRs are accessible by ITEA Bodies (STG, BSG, Board) and Public Authorities (only if partners of their country participate)

Project Progress Report
Schedule

- Schedule:

Period 6 months	Deadline
January - June	Mid-September
PPR Submission is required for the projects that has already started by the 1st of March.	

Period 6 months	Deadline
July – December	Mid-February
PPR Submission is required for the projects that has already started by the 1st of September.	

  - Projects completing during a semester do not need to report for this semester (final review is enough)

- Timely delivery is crucial: non-delivery is escalated to the ITEA Board Support Group

Project Progress Report
Template & Online input

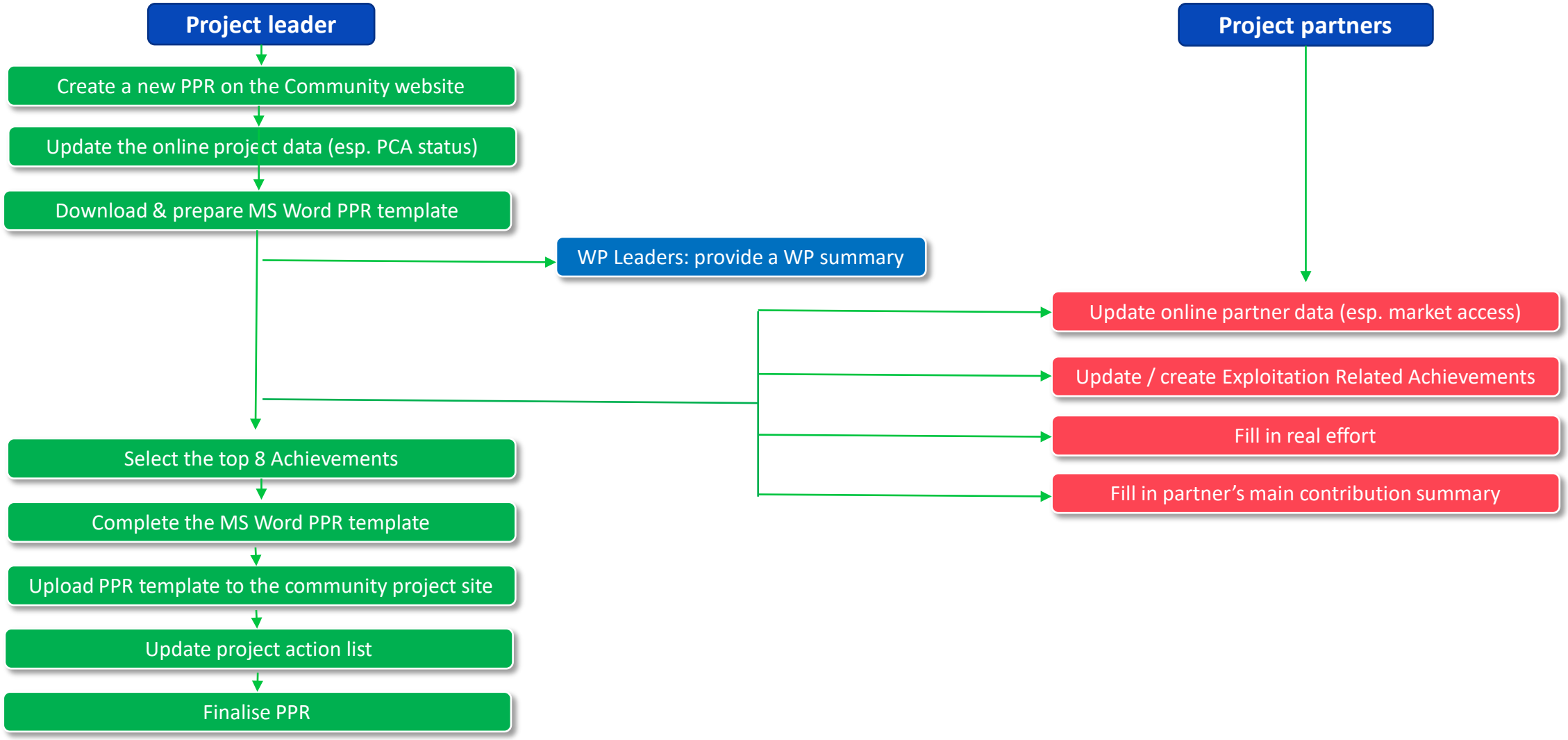
- PPR is created based on both offline and online input
  - Offline Template: ITEA PPR Annex template (MS Word file)
  - This offline template includes fields that will be merged with online input
  - Project leader, Work package leaders and technical contacts have different roles and reporting fields

- Please make sure to use the latest PPR template on the ITEA website. The latest version of PPR template and instruction can be found from the following location:

  →(ITEA website>Documents & templates> Guidelines & Templates > Progress Reports). A detailed instruction can also be found there

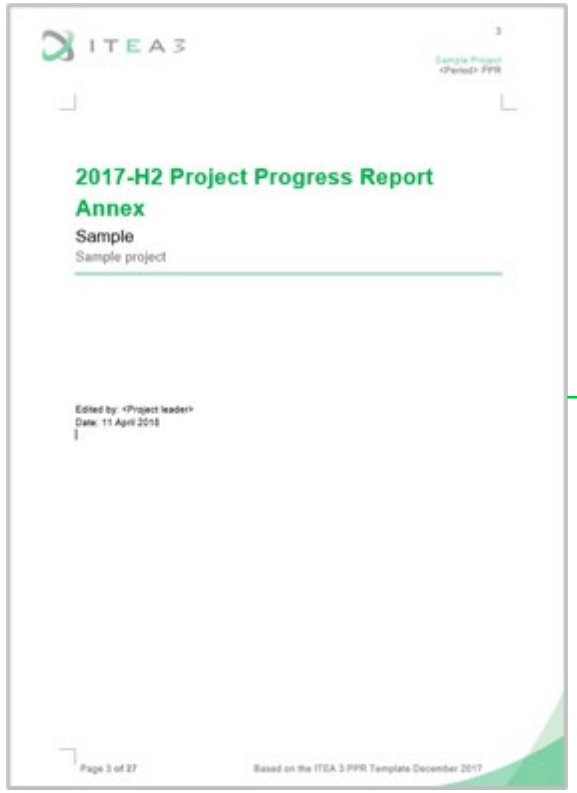
Project Progress Report

Flowchart of PPR preparation



Project Progress Report
Template & Online input

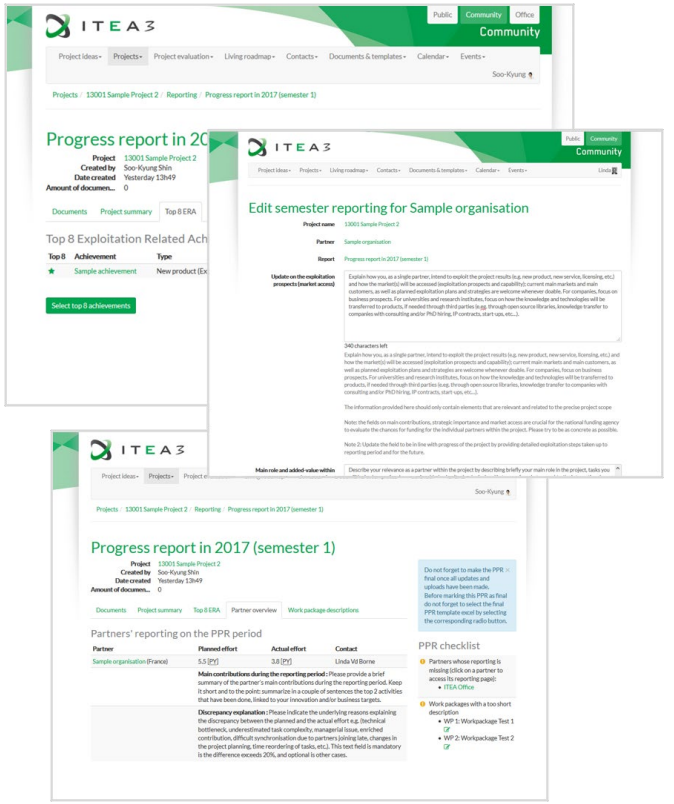
Offline PPR Annex template



Global report by project leader

Merged PPR

Online input for PPR



- Project key data
- Per partner & WP report
- Selection of top 8 Achievements

Project Progress Report

Template & preparation demonstration

Demo available at:

https://vimeo.com/693081596/e339d46e20

Questions? Contact us!

Should you have any questions during the execution of your project, contact us:

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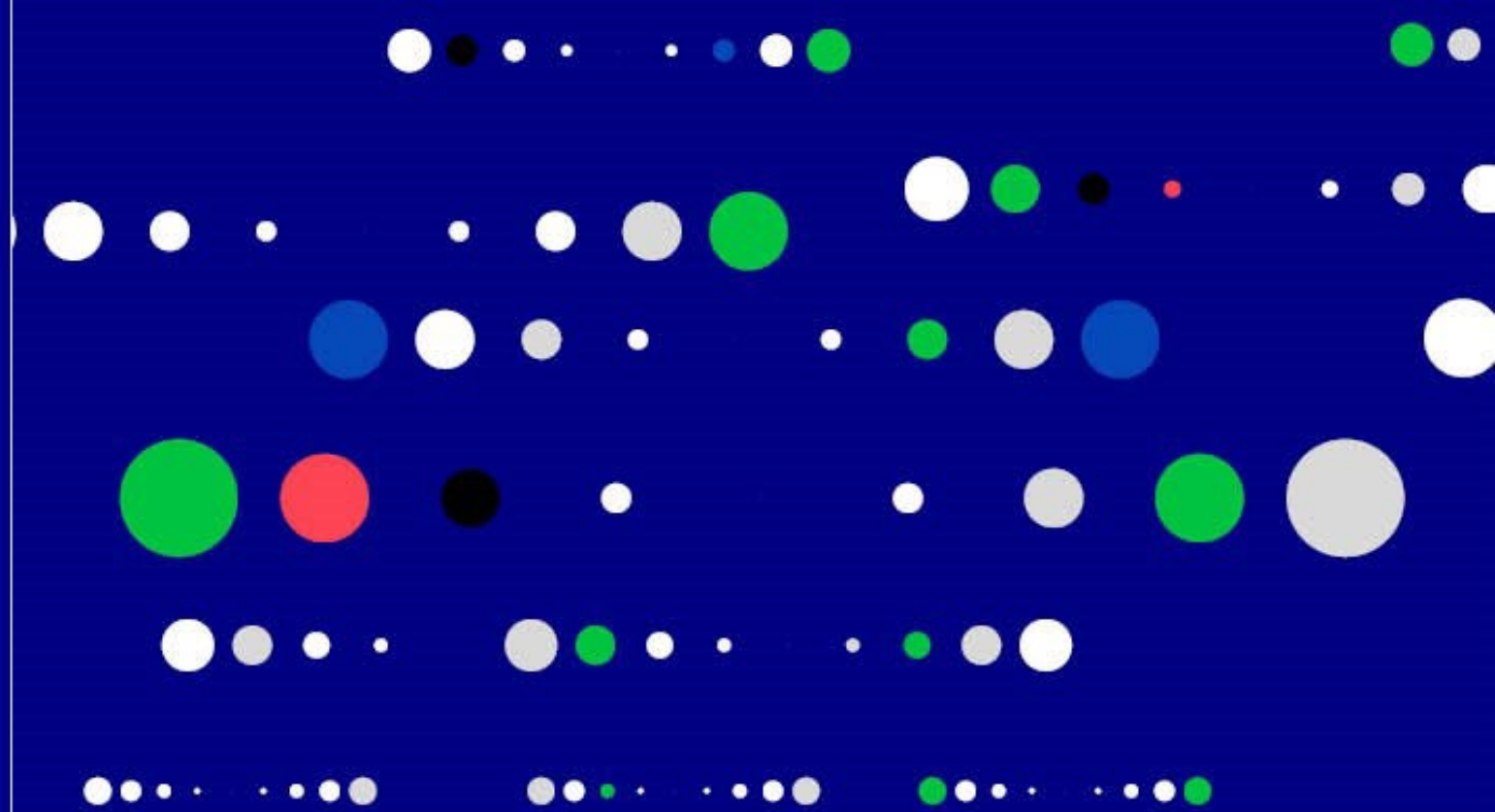

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Thank you