

# How to prepare a Project Progress Report

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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 1 <sup>st</sup> of March.	

Period 6 months	Deadline
July – December	Mid-February
PPR Submission is required for the projects that has already started by the 1 <sup>st</sup> 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

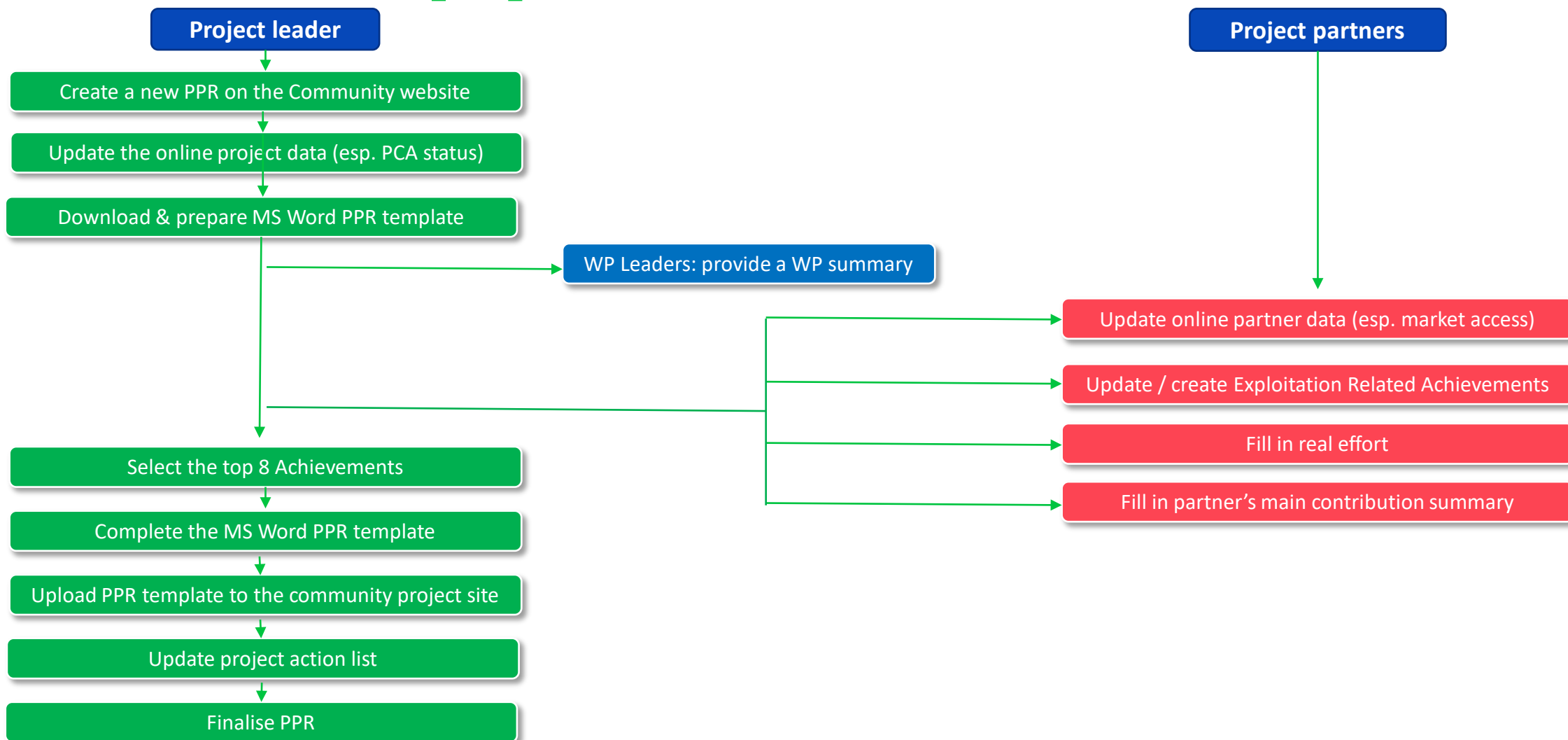
# Project Progress Report

## 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

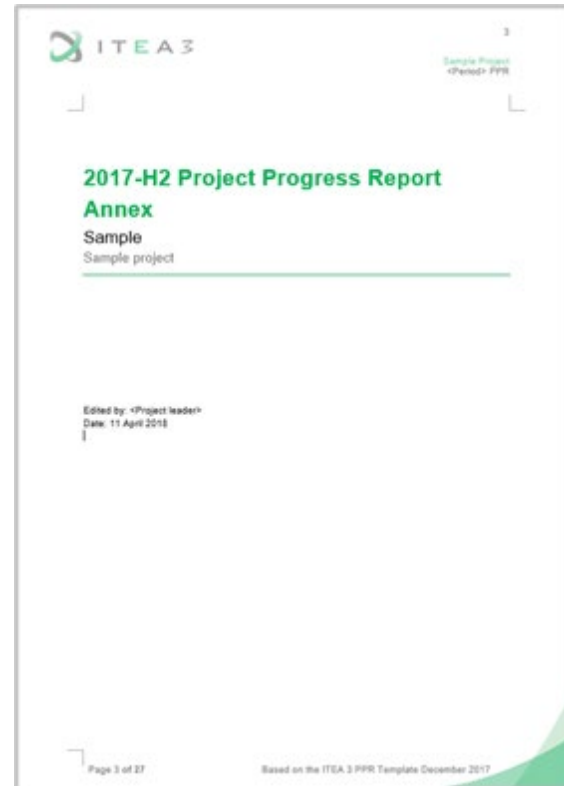
# Project Progress Report

## Flowchart of PPR preparation



# Project Progress Report Template & Online input

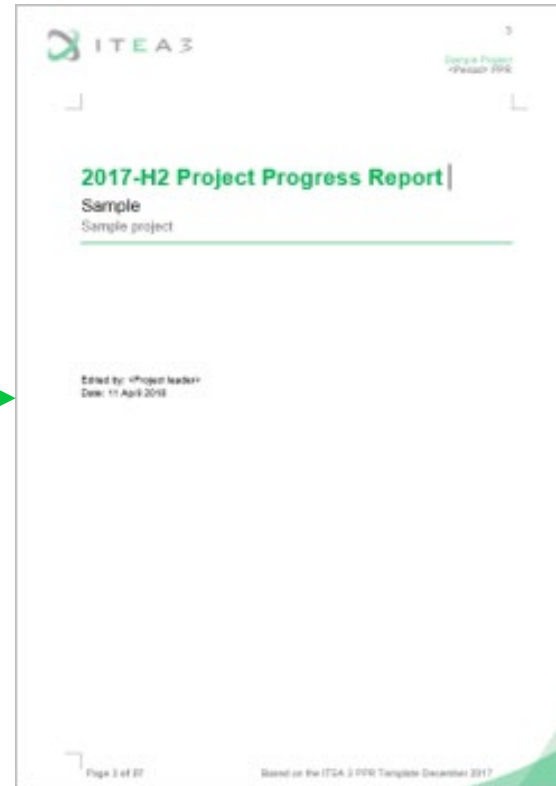
Offline PPR Annex template



The image shows a PDF template for a project progress report. It features the ITEA3 logo at the top left. The main title is "2017-H2 Project Progress Report Annex". Below this, it says "Sample" and "Sample project". At the bottom, it indicates "Edited by: <Project leader>" and "Date: 11 April 2018". The footer mentions "Page 3 of 27" and "Based on the ITEA 3 PPR Template December 2017".

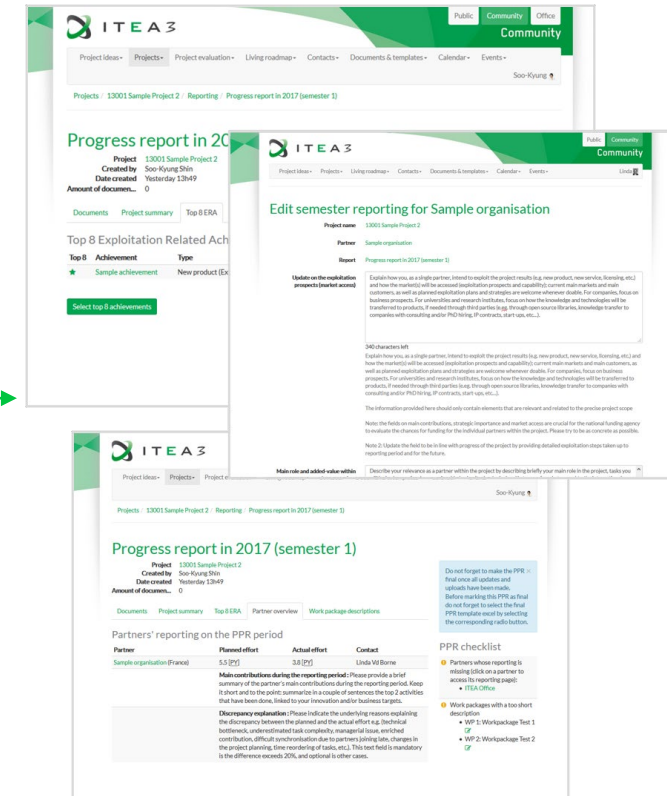
Global report by  
project leader

Merged PPR



The image shows a PDF template for a merged project progress report. It features the ITEA3 logo at the top left. The main title is "2017-H2 Project Progress Report". Below this, it says "Sample" and "Sample project". At the bottom, it indicates "Edited by: <Project leader>" and "Date: 11 April 2018". The footer mentions "Page 3 of 27" and "Based on the ITEA 3 PPR Template December 2017".

Online input for PPR



The image shows a screenshot of the ITEA3 online portal for project progress reporting. The interface includes a navigation bar with links like "Public", "Community", and "Office". The main content area displays the "Progress report in 2017 (semester 1)" for "Sample Project 2". It includes a table for "Partners' reporting on the PPR period" and a "PPR checklist" section.

Partner	Planned effort	Actual effort	Contact
Sample organisation (France)	5.5 [25]	3.8 [25]	Linda Vi Borne

**PPR checklist**

- Partners whose reporting is missing (link to partner to access his reporting page):
  - ITEA Office
- Work packages with a too short description:
  - WP 1: Workpackage Test 1
  - WP 2: Workpackage Test 2

- 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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Thank you