

# 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 tools to monitor the progress of ITEA projects
- PPR principle:
  - Complementary to Project Reviews
  - Focused on project status and progress
  - Reviewed by 2-3 ITEA Steering Group (STG) reviewers and, if applicable, a secondary Cluster expert
- Objectives:
  - To check if projects are on track
  - To provide support and coaching to steer projects towards their objectives
  - Ensure all partners are aligned

# Project Progress Report

## Schedule

- Schedule:
  - Bi-annual reporting: mid-September (January-June, running at the 1st March) and mid-February (July-December, running at the 1st September)
  - Projects completing during a semester do not need to report for this semester (final review is enough)
- Timely delivery is crucial, for the PPR to be processed in time

# Project Progress Report Template & Online input

- PPR is created based on both offline and online input
  - Offline Template: Eureka Clusters 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 Eureka Clusters community website. The latest version of PPR template and instruction can be found from the following location:
  - (Eureka Clusters Community website>Documents & templates> Guidelines & Templates > [Progress Reports](#)). Detailed instruction can be found there too

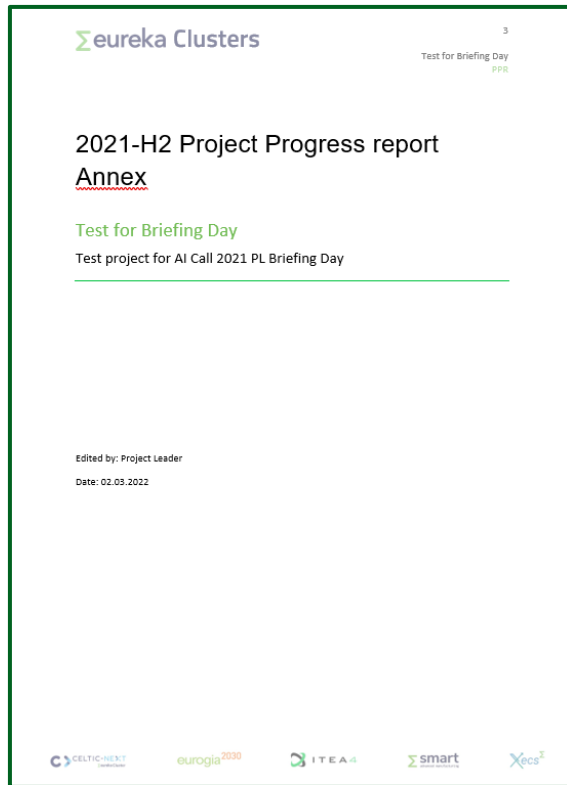
# Project Progress Report

## Flow for PPR preparation (Template & Online input)



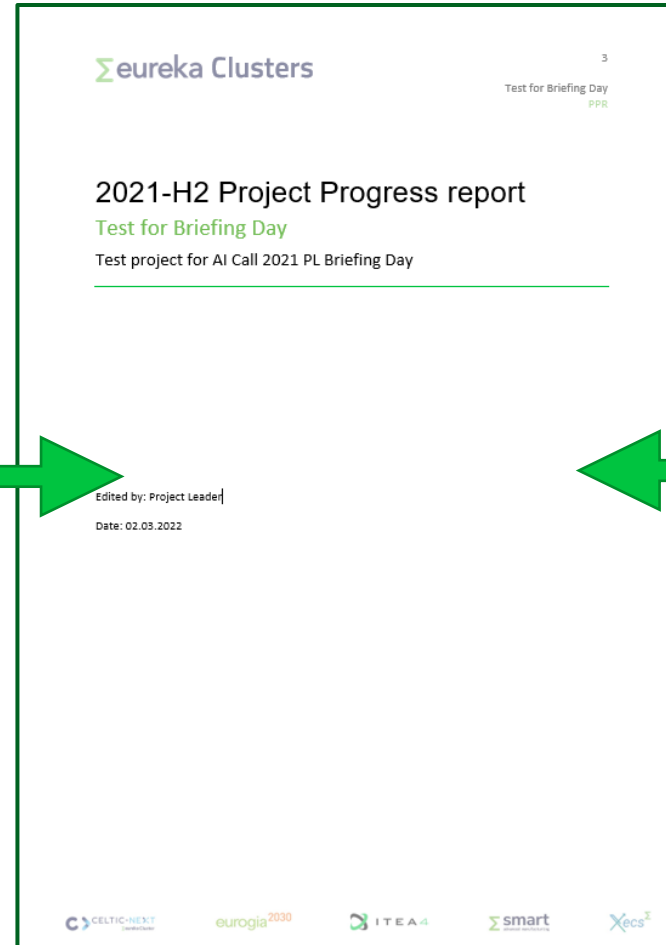
# Project Progress Report Template & Online input

Offline PPR Annex template

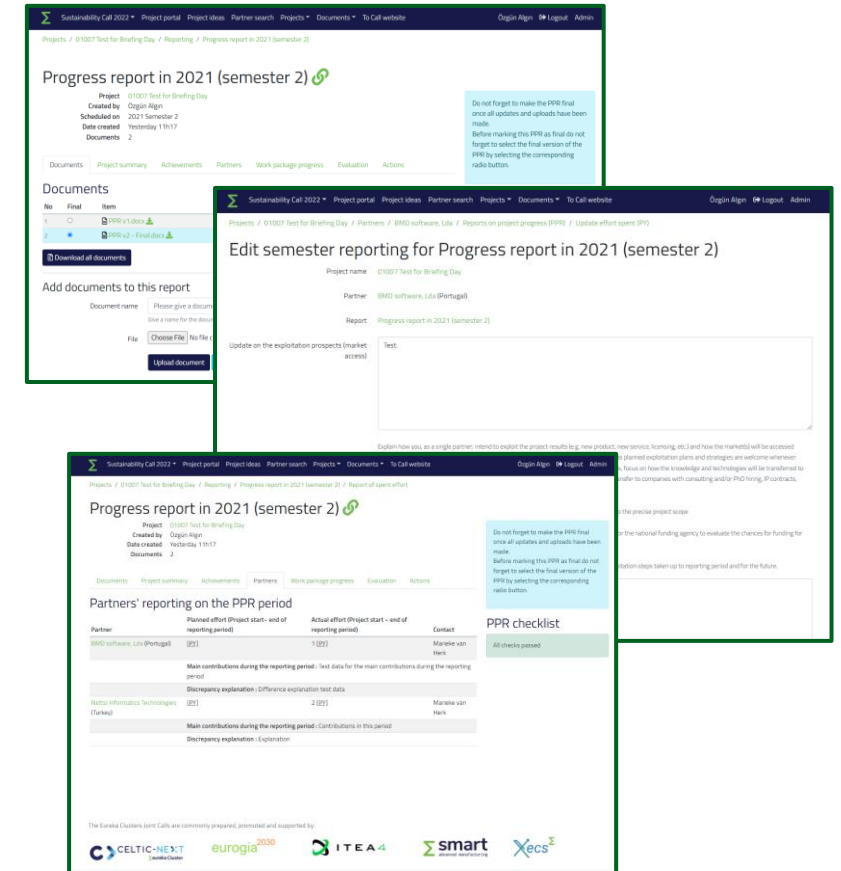


Global report by  
project leader

Merged PPR



Online input for PPR



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

# Project Progress Report Online Demonstration

Demo available at: <https://vimeo.com/683374259/802c90cbfe>



# Questions? Contact us!

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

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(Currently on maternity leave until January 2023)





ITEA4

<https://itea4.org>

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Thank you