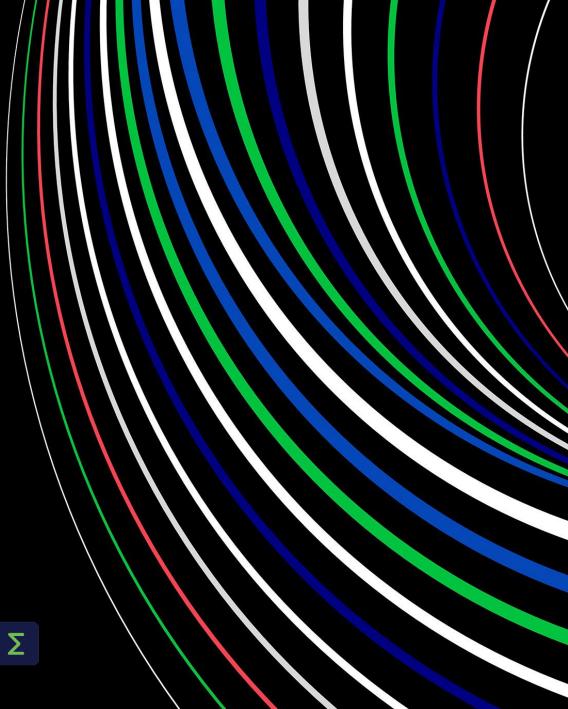
How to prepare a **Project Progress** Report

Özgün Algın ITEA Programme Coordinator





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

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: 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 Community website. The latest version of PPR template and instruction can be found from the following location:
 - → (ITEA 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)

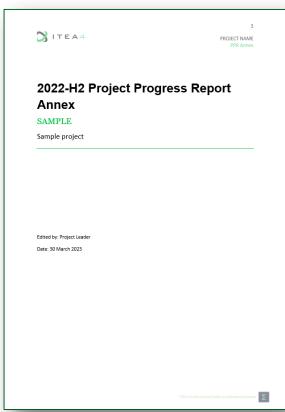
Project leader WP Leaders Project leader Create a new PPR on the Community website WP Leaders: provide a WP summary Select the top 8 Achievements Update the online project data (esp. PCA status) Complete the MS Word PPR template **Project partners** Upload PPR template to the community project site Download & prepare MS Word PPR template Update project action list Update online partner data (esp. market access) Update / create Exploitation Related Achievements Finalise PPR Fill in real effort Fill in partner's main contribution summary



Project Progress Report

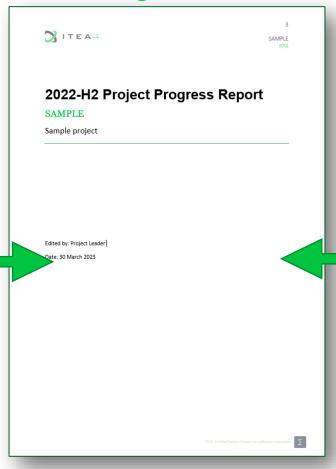
Template & Online input

Offline PPR Annex template

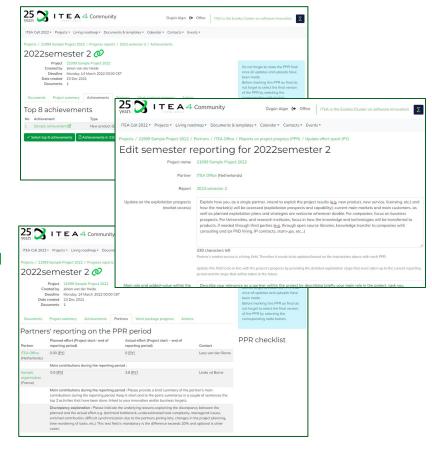


Global report by project leader

Merged PPR



Online input for PPR



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





Project Progress Report Demonstration

Demo available at: https://vimeo.com/693081596/e339d46e20







Questions? Contact us!

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

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Özgün Algın: ozgun.algin@itea4.org

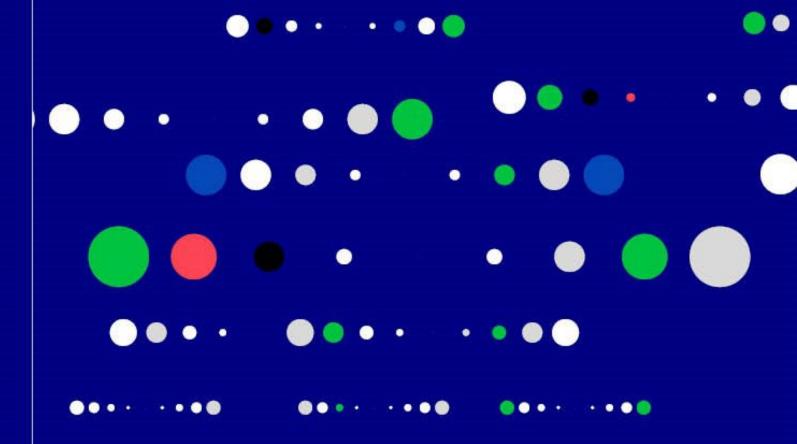
Marieke van Herk: <u>marieke.van.herk@itea4.org</u>



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Thank you