

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
- 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 Progress Report Template & Online input

Offline PPR Annex template

ITEA 4 PROJECT NAME PPR Annex

2022-H2 Project Progress Report Annex

SAMPLE
Sample project

Edited by: Project Leader
Date: 30 March 2023

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Global report by
project leader

Merged PPR

ITEA 4 SAMPLE PPR

2022-H2 Project Progress Report

SAMPLE
Sample project

Edited by: Project Leader
Date: 30 March 2023

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Online input for PPR

25 YEARS ITEA 4 Community

ITEA Call 2022 • Projects • Living roadmap • Documents & templates • Calendar • Contacts • Events

Projects / 21999 Sample Project 2022 / Progress reports / 2022 semester 2 / Achievements

2022semester 2

Project: 21999 Sample Project 2022
Created by: Johan van der Heide
Deadline: Monday, 14 March 2022 00:00 CET
Date created: 23 Dec 2021
Documents: 1

Do not forget to make the PPR final once all updates and uploads have been made. Before marking this PPR as final do not forget to select the final version of the PPR by selecting the corresponding radio button.

Documents Project summary Achievements

Top 8 achievements

No Achievement Type

1 Sample achievement New product

Select top 8 achievements Achievements in 21999

Edit semester reporting for 2022semester 2

Project name: 21999 Sample Project 2022

Partner: ITEA Office (Netherlands)

Report: 2022 semester 2

Update on the exploitation prospects (market access)

Explain how you, as a single partner, intend to exploit the project results (e.g. new product, new service, licensing, etc.) and how the market(s) will be accessed (exploitation prospects and capability); current main markets and main customers, as well as planned exploitation plans and strategies are welcome whenever doable. For companies, focus on business prospects. For Universities, and research institutes, focus on how the knowledge and technologies will be transferred to products, if needed through third parties (e.g. through open source libraries, knowledge transfer to companies with consulting and/or PhD hiring, IP contracts, start-ups, etc.)

339 characters left

Partner's market access is a living field. Therefore it needs to be updated based on the instructions above with each PPR. Update this field to be in line with the project's progress by providing the detailed exploitation steps that were taken up to the current reporting period and the steps that will be taken in the future.

Main role and added-value within the project

Describe your role as a partner within the project by describing briefly your main role in the project. Task you

once all updates and uploads have been made. Before marking this PPR as final do not forget to select the final version of the PPR by selecting the corresponding radio button.

Partners' reporting on the PPR period

| Partner | Planned effort (Project start - end of reporting period) | Actual effort (Project start - end of reporting period) | Contact |
|------------------------------|--|---|--------------------|
| ITEA Office (Netherlands) | 0.00 [X] | 0 [X] | Lies van den Berge |
| Sample organisation (France) | 5.5 [X] | 3.8 [X] | Linda vd Borne |

Main contributions during the reporting period: Please provide a brief summary of the partner's main contributions during the reporting period. Keep it short and to the point; summarise in a couple of sentences the top 2 activities that have been done, linked to your innovation and/or business targets.

Discrepancy explanation: Please indicate the underlying reasons explaining the discrepancy between the planned and the actual effort e.g. technical bottleneck, underestimated task complexity, managerial issues, enriched contribution, difficult synchronization due to the partners joining late, changes in the project planning, time reordering of tasks, etc.) This text field is mandatory if the difference exceeds 20% and optional in other cases.

PPR checklist

- 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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Thank you