

# Project review guidelines

Sustainability Call 2022 Project leader briefing  
webinar

1 December 2022

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ITEA 4 is the Eureka Cluster on software innovation



# Project Review

## Introduction

- A Project Review is a face-to-face project evaluation meeting
  - The spirit of a review is to help and steer the project to achieve successful results and not to judge the project
- A project review lasts normally about half a day (am or pm reviews), i.e., 4 hours max
- A review can be held fully online or physical (hybrid)
- A mentor will be assigned to help you with the preparation of the review

# Project review

## Planning

- Planning of the reviews is done at least 6 months in advance by the ITEA Office and fixed when confirmed by the project leader (PL) and the review team
  - The planned and confirmed project reviews will be published on the Eureka Clusters portal
- The first review is planned roughly 1 year after the project start date
  - Following reviews are planned approximately between 9-12 months later
  - The last review will take place shortly before the end date of the project

# Project review

## Physical review

- Preferably a physical review is planned in combination with an other review, i.e. one review on day 1 (pm) and one on day 2 (am)
- A physical review is hosted by one of the project partners
  - A city or region is proposed by the ITEA Office
  - For the final review the project consortium is asked about their preference for a specific location
  - The review team takes care of their own costs; other costs are for the project team

# Review participants

## Project review team

- Review team:
  - A Chairperson (ITEA Chairwoman or ITEA Vice-chairman)
  - Two ITEA Steering Group (STG) reviewers
    - Goal is to have at least one reviewer following the project from start to end
    - A third reviewer is assigned as Spare reviewer, who can replace one of the two STG reviewers in case of unforeseen circumstances
  - When a second Cluster has been selected: A third expert can be assigned by the second Cluster
  - An external expert (optional - assigned by the Public Authorities)
  - Public Authorities (PA) representative (optional)
  - A secretary (ITEA Programme coordinator)

# Review participants

## Project review team

- Project team:
  - Obligated:
    - Project leader; WP leaders; any key / relevant partner
  - Optional:
    - Project mentor; other project members & guests
- The project review team and project leader are published on the Eureka Clusters portal in the project review area

Community / Community calendar / Community calendar / Review #1

### Review #1

22-21 February 2021, Eindhoven

Calendar Documents Attendees Actions

#### Attendees

No	Name	Organisation	Role	Presence
1	Loes van den Borne	ITEA Office (Netherlands)	Project Coordinator	👤📧✅
2	Johan van der Heide	ITEA Office (Netherlands)	Secretary	👤📧✅
3	Erik Rodenbach	ERaQua Services BV (Netherlands)	Chairperson	👤📧✅
4	Linda vd Borne	Sample organisation (France)	STG Reviewer	👤📧✅

Select attendees from project Send meeting access details to participants Download attendees list (PDF) Download signature list

# Review participants

## Confidentiality

- All participants that are not members of the project consortium, i.e. ITEA and other Cluster reviewers, ITEA Office members & external experts (assigned by Public Authorities), have signed a Declaration of Non-Disclosure beforehand
- Public Authorities do not sign a DND, because they are bound to confidentiality by their labour contract
- The duly-signed DND will entitle the experts to access to all project documents that are uploaded to the Eureka Cluster portal that are needed for the review

# Review Guidelines

## Detailed Information

- Detailed information about the review can be found in the Review Guidelines on the Eureka Clusters portal under Documents & templates





ITEA4

<https://itea4.org>

ITEA is the Eureka Cluster on software innovation

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Thank you