

Project review guidelines

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ITEA Programme Coordinator



ITEA 4

ITEA is the Eureka Cluster on software innovation



Project Review

Introduction

- A Project Review is an evaluation meeting with the spirit 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)
 - By default, ITEA Office organises the 1st review as an online review
- 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 ITEA Community website
- 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
 - 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 ITEA Community website 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 ITEA Community website that are needed for the review

Review Guidelines

Detailed Information

- Detailed information about the review can be found in the [Review Guidelines](#) on the ITEA Community website under Documents & templates: Documents & templates > Guidelines & Templates > Reviews



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Thank you