Project review guidelines

Özgün Algın ITEA Programme Coordinator







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:
 - Obliged:
 - 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





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

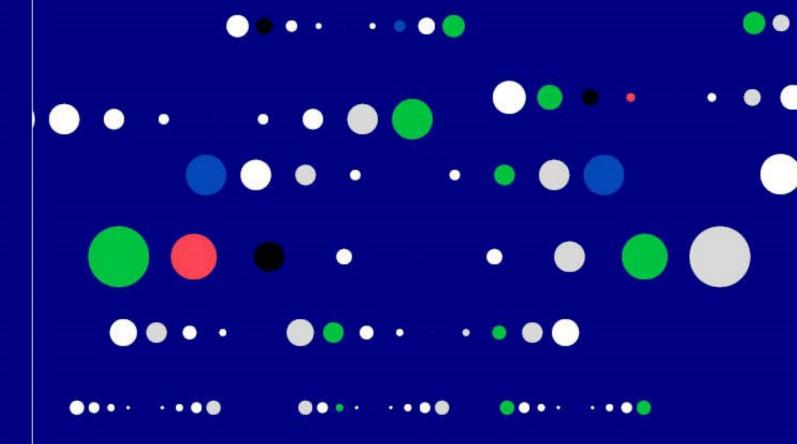
Detailed information about the review can be found in the <u>Review</u>
 <u>Guidelines</u> on the ITEA Community website under Documents & templates: Documents & templates > Guidelines & Templates > Reviews



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Thank you