

Project Action List

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Definitions and goal

- Project **action list** shows all the actions raised during previous ITEA Steering Group (STG) evaluations of 1) the original Full Project Proposal (FPP), 2) Project Progress Report (PPR), 3) project reviews and 4) Change Request (CR)s
- The actions **enable you to steer** your project toward a successful result
- -> It is important that you regularly monitor and discuss the progress of the actions with the consortium partners

13001 Sample Project 2

Sample Project Title 

Basics

Partners

Countries

Work packages

Costs & effort

Management ▾

Project action list

Project management

Project action list

Calendar

Name

Submit a change request in order to reflect the changes in the international PC... Date: Monday



Inclusion of new actions

- After a project evaluation reviewers may request certain actions for the project with a deadline
- These actions are specified in the evaluation template
- 2-3 days after you have received the evaluation, the project action list on the ITEA Community website will be updated by the ITEA Office.

Project action list


Name	Origin	Status by PL	Obligation	Status by STG	Deadline
Submit a change request in order to reflect the changes in the international consortium before the next PPR.	PO	Done	Mandatory	Follow Up	Next Change request
Base KPI was not provided in the PPR, please indicate baseline in the next PPR.	PPR (2015-2H)	Open	Mandatory	Open	2018 H2 PPR



Updating an action status

- While you are preparing a CR, PPR or a project review, the **status** of project actions should be **updated**, especially for those actions that need to be completed before the evaluation
- Once you click an action's name, you will be directed to a page where you can mark an action as “done”. Use the Comment functionality to explain in a *compact manner* how the action has been completed, or where STG reviewers can check to confirm the action status.

Action

Base KPI was not provided in the PPR, please indicate baseline in the next PPR. 

Scheduling

Origin

Project report Progress report in 2015 (semester 2)
Project version date 2015 - 2H

Expected

Deadline 2018 H2 PPR

Status

Project

Status Open

STG approval

Checked Open
Checked date No date

Comments

Comment

Give here an comment. This comment will also be stored when the action is closed or re-opened

Comment

Mark action as done



Action evaluation by STG

- ITEA STG reviewers will check the project action list during upcoming PPR-, project review- and CR evaluations.
- An action will be closed once it is marked as “*Approved*” in the ‘Status by STG’ column
- If the action was considered as partly completed or needs follow up, it will be marked as “*Follow Up*”
- Feedback from the STG will be shown in the Comment section



For any question or support:

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Thank you for your attention !