Project reporting

Project progress report (PPR)
11 April 2018
Project reporting

- Project progress reporting to ITEA is done via Project Reviews & Project Progress Reports (PPR)
  - Project reviews are explained in another instruction video

- Project Progress Report (PPR) principle:
  - Complementary to Project Reviews
  - Focused on project status and progress
  - Reviewed by 2 STG reviewers
  - Timely delivery is crucial: non-delivery is escalated to the ITEA Board Support Group

- Objectives:
  - check if projects are on track
  - provide support to steer projects towards their objectives
  - ensure all partners are aligned
Project reporting

- **Schedule:**
  - biannual reporting: mid-September (January-June, running at the 1\textsuperscript{st} March) and mid-February (July-December, running at the 1\textsuperscript{st} September)
  - projects completing during a semester do not need to report for this semester (final review is enough)

- Always check online the latest template version
  - only the latest one will be accepted

- The PPRs are accessible by ITEA Bodies (STG, BSG, Board) and Public Authorities (only if partners of their country participate)
PPR is created based on both offline and online input
- Offline Template: ITEA 3 PPR template (MS Word file)
- This offline template includes fields that will be merged with online input
- Project leader, Workpackage 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 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.

The following slides provides you a graphical instruction about how-to create a PPR and submit it.
Project reporting
PPR Creation – Roles

- The Project leader should
  - create a PPR folder for the reporting period
  - ask project partners and work package leaders to provide their input on the ITEA Community website
  - select the top 8 Exploitation related achievements (ERAs) among the list created by project partners
  - fill in the offline PPR template and upload it to the PPR folder

- The WP leader should
  - describe the work package progress

- The individual partners should
  - Describe the partner specific achievements
  - Indicate the actual effort spent (explain the difference with the planned effort if applicable)
Project reporting
PPR creation

- Offline PPR Annex template
- Online input for PPR

Merged PPR

Global report by project leader

- Project key data
- Per partner & WP report
- Selection of top 8 ERAs
13001 Sample Project 2

Proposed top 8 Exploitation Related Achievements
Select the top 8 Exploitation Related Achievements by checking/unchecking the stars in first column. Only the first 8 ones (green rows) will appear in the generated Project Progress Reports. Reload the page (F5) to see the impact of selection changes. NB: the ordering is based on creation date, which means only the selection matters, not the ranking.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Type</th>
<th>Achievement</th>
<th>Date</th>
<th>Status</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Sample achievement</td>
<td>05 Oct 2016</td>
<td>Planned</td>
<td>Soo-Kyung Shin</td>
</tr>
</tbody>
</table>

Involved partners: ITEA Office (NLD)

Progress report in 2015 (semester 2) Soo-Kyung Shin 10 Jun 2016 1
Progress report in 2017 (semester 1) Soo-Kyung Shin Yesterday 13h49 0
Project reporting
PPR Creation – PPR folder

Progress report in 2017 (semester 1)

Project: 13001 Sample Project 2
Created by: Soo Kyung Shin
Date created: Today 13:49
Amount of documents: 0

Documents
- Project summary
- Top 8 ERA
- Work package descriptions

No documents have been uploaded yet

Add documents to this report
Document name: Please give a document name
Give a name for the document. If no name is given, the file name will be taken.

File: Browse
No file selected.

Upload here the documents required for the Progress report. The templates for the PPR reporting can be found in the documents and templates section.

The size should be between 20KB and 8MB

Upload document
How to finalise a PPR

PPR checklist
1. Partners whose reporting is missing (click on a partner to access its reporting page):
   - ITEA Office
   - Sample organisation

2. Work packages with a too short description:
   - WP 1: Workpackage Test 1
   - WP 2: Workpackage Test 2

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 PPR template excel by selecting the corresponding radio button.
# Progress report in 2017 (semester 1)

**Project**: 13001 Sample Project 2  
**Created by**: Soo-Kyung Shin  
**Date created**: Yesterday 13h49  
**Amount of documentation**: 0

### Overview of work package descriptions for the current reporting period

<table>
<thead>
<tr>
<th>Work package</th>
<th>Work package leader</th>
<th>Last update</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP 1</td>
<td>Soo-Kyung Shin</td>
<td>Yesterday 13h49</td>
<td>Please update</td>
</tr>
</tbody>
</table>
Edit work package description

**Project**: 13001 Sample Project 2

**Report**: Progress report in 2015 (semester 2)

**Work package**: WP 1: Workpackage Test 1

**Description**: Please fill in the progress of WP "during" the reporting period.

Give here a brief description of the progress in the work package

[Submit] [Cancel]
Project reporting
Community website – For a partner

Sample organisation
Partner in 13001 Sample Project 2

Exploitation related achievements
No exploitation related achievements were found for 13001 Sample Project 2

+ Create new achievement
Edit semester reporting for Sample organisation

**Project name:** 13001 Sample Project 2

**Partner:** Sample organisation

**Report:** Progress report in 2017 (semester 1)

**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...).
```

**340 characters left:**

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...).

The information provided here should only contain elements that are relevant and related to the precise project scope.

Note: the fields on main contributions, strategic importance and market access are crucial for the national funding agency to evaluate the chances for funding for the individual partners within the project. Please try to be as concrete as possible.

Note 2: Update the field to be in line with progress of the project by providing detailed exploitation steps taken up to reporting period and for the future.
Project reporting
Community website – Final submission

Progress report in 2015 (semester 2)

Project: 13001 Sample Project 2
Created by: Soo-Kyung Shin
Date created: 10 Jun 2016
Documents: 1

Documents

<table>
<thead>
<tr>
<th>Final</th>
<th>Item</th>
<th>Type</th>
<th>Preview</th>
<th>Date added</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>ITEA 3 PPR template_Dec2017.docx</td>
<td>Word 2007</td>
<td>今天 14:21</td>
<td>372 KB</td>
<td></td>
</tr>
</tbody>
</table>

Add documents to this report

Document name: Please give a document name
Give a name for the document. If no name is given, the file name will be taken

File: Choose file
No file chosen
Upload here the documents required for the Progress report. The templates for the PPR reporting can be found in the documents and templates section.

The size should be between 20kB and 8MB

Upload document
Make this PPR final

PPR checklist
- Partners whose reporting is missing (click on a partner to access its reporting page):
  - ITEA Office
  - Sample organisation
For any question or support regarding PPR:

Soo-kyung Shin (ITEA Programme support officer)

sookyung.shin@itea3.org

+31 880 036 146
Thank you for your attention