**Project Progress Report**

**<ACRONYM or PROJECT NAME>**

<REPORTING PERIOD>

Edited by <NAME> on <DATE>

••••••••••••••••••••••••••••••••••••••••••••••••••••••

Foreword <TO BE REMOVED>

Please read carefully the following foreword. Make sure that you are using the latest versions of the Project Progress Report (PPR) Template and of the Dissemination & Exploitation Overview: check them on the Documents & Templates / Guidelines & Templates / Progress Reports area of the ‘ITEA Community website’ (<https://community.itea3.org/>) and, whenever needed, discard obsolete versions you might have stored and download the up-to-date one. To avoid issues, never build a PPR on a previously submitted one; outdated templates will be rejected without being read.

Reporting rules:

PPRs are requested twice per year: in mid-September for the preceding first semester (from January to June included), and in mid-February of the following year for the preceding second semester (from July to December).

Projects that are running at the 1st of March (resp. 1st of September) are due to submit the PPR for the first (resp. second) semester.

Exceptions:

Projects that have officially started within the March-June (resp. September-December) period may decide to postpone the reporting and include it in the following second (resp. first) semester PPR. Projects completing within a semester do not need to report on that semester, but are due to:

* have updated the Dissemination & Exploitation Overview and provided it at best two (2) weeks, and at least one (1) week, before the final review meeting.,
* have provided the actual human resources consumption figures (PY) via the ‘ITEA Community website’ immediately after the official end date of the project; a preliminary update should be done at best two (2) weeks, and at least one (1) week, before the final review meeting.

Instructions:

The PPR must not exceed twenty (20) pages[[1]](#footnote-1) – otherwise it will be rejected without being read and the Project Leader will be requested to shorten it down to maximum 20 pages (all pages included, i.e. with title page, table of contents, etc.).

The Dissemination & Exploitation Overview (DEO) must be handled as a living document being updated, i.e. extended (the period covered by a PPR must be indicated in the column A for every added line in any of its sheets), as opposed to having a new document being created each time a PPR is issued. An update of this document must be submitted every time a PPR is submitted. The DEO must be properly updated in any of its five first sheets (dissemination, standardisation, patent applications, fast exploitation, start-ups and spin-offs).

Except this chapter (which should be removed), this document contains the structure of the PPR Template with recommendations, comments and hints intended to help you in preparing your upcoming PPR; these recommendations are identified by their style, as illustrated hereafter, and should be removed from the final version:

This whole chapter (i.e. this page) should be removed from the final version of the PPR.

Texts between < and > symbols (incl. front page and headers) should be replaced or removed (symbols included).

Executive summary

* Project official start date: <DATE>
* Project end date: <DATE (expected)? >
* Latest review: <DATE / no review yet – # 1 / 2 / final? >
* Next planned review: <DATE / not planned yet – # 1 / 2 / final? >
* PCA Status: <STATUS, signature date if the PCA has been signed by all partners>

Managerial status

E.g., when relevant: PCA status (in some countries, a signed PCA is a pre-requisite for the partners actually getting the funding), funding status synthesis, project organisation, kick-off and project meetings, major outputs of review meetings, Change Requests, delays, etc. The level and nature of the international collaboration should be introduced here and detailed in the management work package reporting (e.g. §3.1.1).

For each of the new elements, describe the changes or the progress achieved within the reporting period and/or recall the current status.

<Text to be inserted here>

Technical progress and achieved results

Describe the main innovations actually achieved within the reporting period (not just deliverables). Whenever helpful, you might highlight the status at the beginning and at the end of the reporting period. Focus this synthesis on achievements, i.e. results that generate value.

IMPORTANT: please make sure that throughout the whole document, all acronyms or abbreviations, without exception, are clarified at their first appearance (e.g. full text between brackets or as foot notes).

<Text to be inserted here>

Impact

Describe the main achievements with regards to exploitation (fast exploitation, new/updated products, spin-offs/start-ups, etc.) and all its enablers and facilitators: standardisation activities (de jure/de facto standards, open source communities, etc.) and dissemination (towards customers, partners, industrial or scientific communities: major contributions to conferences, seminars, journals, etc.). Describe also here the expected impact on the quality of life (e.g. improved wellbeing, enhanced healthcare, increased security, extended social connection, etc.).

IMPORTANT: you should only report here tangible achievements, i.e. results that have been obtained (e.g. finalisation of a prototype, concrete planning of a new product, actual release of a product, etc.) and actions that have been taken (meetings with potential or actual customers, validated standards, etc.). Generic expectations should be avoided.

<Text to be inserted here>

This Executive Summary should provide the current highlights of the project and be a stand-alone section of maximum one (1) page. Starting projects, for which technical progress and impact are not yet significant, can skip these parts and only address the managerial topics.

Table of Contents

[1. Project one-page description 5](#_Toc358154159)

[2. Context updates 6](#_Toc358154160)

[2.1. Changes in the market relevance 6](#_Toc358154161)

[2.2. Changes in the technical and strategic relevance 6](#_Toc358154162)

[3. Progress 7](#_Toc358154163)

[3.1. Technical progress 7](#_Toc358154164)

[3.1.1. Work Package 1: <NAME> 7](#_Toc358154165)

[3.1.2. Work Package 2: <NAME> 7](#_Toc358154166)

[3.1.3. Etc. 7](#_Toc358154167)

[3.2. Compliance with plans 7](#_Toc358154168)

[3.2.1. Milestones and deliverables 7](#_Toc358154169)

[3.2.2. Workplan 8](#_Toc358154170)

[3.2.3. Manpower 8](#_Toc358154171)

[4. Exploitation 9](#_Toc358154172)

[4.1. Exploitation enablers 9](#_Toc358154173)

[4.1.1. Dissemination 9](#_Toc358154174)

[4.1.2. Standardisation 9](#_Toc358154175)

[4.1.3. Patents 9](#_Toc358154176)

[4.1.4. Start-ups / Spin-offs 9](#_Toc358154177)

[4.2. Fast exploitation 9](#_Toc358154178)

[4.3. Perspectives 9](#_Toc358154179)

[5. Plus/minus report 11](#_Toc358154180)

[6. Risk analysis 12](#_Toc358154181)

1. Project one-page description

Provide here theone pagedescription of your project copied from the latest available FPP version (incl. Change Requests) possibly revisited whenever judged required for highlighting:

* the innovation breakthrough of this project;
* the expected impact of the project (incl. impact on quality of life).

<Text to be inserted here>

1. Context updates

IMPORTANT: none of the following paragraphs (as well as no other paragraph of a PPR) should be regarded as an implicit Change Request.

* 1. Changes in the market relevance

Document the market relevance changes that occurred since the latest PPR was issued.

Should you consider that the market situation hasn’t changed, then explicitly state it here. Do not copy market related sections from previous PPRs, and report only on updates and evolutions (if required by synthesizing in a single sentence the previous analysis).

<Text to be inserted here>

* 1. Changes in the technical and strategic relevance

Reconsider the relevance, importance and impact of the project in particular with respect to the current technological state-of-the-art (as opposed to the one described in the FPP) and to current and forecasted trends. Address possible new or similar related projects.

If the technical and strategic relevance has not changed, state it here. Do not copy technical and strategic relevance related sections from previous PPRs, and report only on updates and evolutions (if required by synthesizing in a single sentence the previous analysis).

If major changes occurred since the latest PPR or FPP release, document such changes in this paragraph.

<Text to be inserted here>

1. Progress

This chapter must report on the progress madeand/orachievements reachedsince the latest reporting period.

* 1. Technical progress

Summarise the technical and quantitative results achieved in the reporting period by providing the equivalent of an “executive summary” for each active Work Package (WP) (maximum 1 page per WP, no lower boundary).

Do not report on WPs that are finished or that have not yet started. Do not refer to achievements of previous reporting periods (if such past achievements are required to better understand current achievements, then state clearly that they are from the previous reporting periods).

For the management WP, report on the nature and level of the international collaboration, as well as on any relevant managerial topic.

For the potential dissemination, standardisation and/or exploitation related WPs, only report here the current status and progress and provide details in the §4 section.

* + 1. Work Package 1: <NAME>

<Text to be inserted here>

* + 1. Work Package 2: <NAME>

<Text to be inserted here>

* + 1. Etc.

<Text to be inserted here>

* 1. Compliance with plans
     1. Milestones and deliverables

Document the status of the milestones & deliverables using the following table. If your project has more than 20 deliverables, then select the 20 most relevant deliverables in the project (e.g. by removing deliverables that were already indicated as finalised in the previous PPR, or by regrouping the deliverables that correspond to several versions of the same output).

The three first columns should contain:

* the table provided at the "Major milestones/deliverables" § of the FPP;
* every relevant additional deliverable addressed in the various Work Packages descriptions.

The fourth column documents the status (“✔” when delivered or at least available, “Late” when late or left blank when not yet due). The fifth column should contain the actual (past) or expected (future) delivery date.

The sixth column may provide a short comment whenever relevant. Comments are recommended and appreciated for every late deliverable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WP | Milestone or deliverable title | Planned delivery date (year/ quarter) | Status | Actual or expected delivery date | Short comment |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* + 1. Workplan

Discuss the current status and progress of the overall project with respect to the current FPP.

Indicate any possible change or delay that occurred during the reporting period, as well as their cause.

<Text to be inserted here>

* + 1. Manpower

Provide here the actual human resources consumption figures (PY) of each project partner over the past periods (up to this PPR reporting period included), compared to what was initially planned. Please note however that this reporting does not replace the submission of a CR, nor does it change the planned efforts for past and future periods.

For each significant discrepancy, provide the explanation: technical bottleneck, underestimated task complexity, managerial issue, enriched contribution, difficult synchronisation due to partners joining late, etc. A justification is also asked for all partners that have not indicated their figures.

It is recommended to access the ‘ITEA Community website’, select your project and apply the following method:

* within the ‘Reporting’ tab, use the ‘Efforts Planned vs Spent’ button and edit the values with the ‘Edit Spent Effort’ button. Each project participant fills in the number of person-years (PY) actually spent (the planned efforts refer to what was expected at the very beginning of the reporting period) at the WP level;
* export an Excel table using the download functionality provided by the ‘Download Excel’ button (if needed, by first saving the online form with the ‘Save’ button);
* insert the first sheet (‘Total’) of the exported table here.

<Table and potential text to be inserted here>

1. Exploitation
   1. Exploitation enablers

For each of the topics listed below:

* document the five first sheets of the Dissemination & Exploitation overview (template available on the ‘ITEA Community website’) by exhaustively updating it (providing information in this format will enable the ITEA Office to use this information for statistics and publication);
* highlight in this chapter the major activities performed in the reporting period only, while remaining synthetic;
* provide further details (with regards to the separate overview) hereafter whenever judged appropriate, and for a few major highlights only.

Please only address here new activities from the reporting period (the exploitation perspectives are to be addressed in §4.3).

* + 1. Dissemination

Consider here dissemination towards customers, communities (industrial, scientific, etc.), incl. communication, seminars, workshops, conferences, papers, courses, etc. Dissemination must be seen as a tool to make potential customers or partners aware of the project achievements and results.

<Text to be inserted here>

* + 1. Standardisation

Standardisation includes de jure/de facto standards, published APIs, open source repositories and associated communities, etc. Standardisation should be seen as a way to enable exploitation plans, e.g. by enabling a market to take off, by helping integrators to embrace the proposed technology, by counterbalancing proprietary solutions of leading competitors, etc.

<Text to be inserted here>

* + 1. Patents

<Text to be inserted here>

* + 1. Start-ups / Spin-offs

<Text to be inserted here>

* 1. Fast exploitation

Please only address here the eventual fast exploitations performed in the reporting period (the exploitation perspectives are to be addressed in §4.3). If no fast exploitation occurred, then just state it here.

<Text to be inserted here>

* 1. Perspectives

Present, for each project partner, the exploitation perspectives for the project results. Do not just copy the related sections of the FPP, and take into consideration the market evolution, the strategic changes from the partners as well as the achieved results up to date. Present credible perspectives by clearly separating expectations, tangible plans and actual realisations.

Examples of results that may be later exploited, either internally or turned into products or services, are as follows:

* new products or services, existing products or services upgrades, etc.;
* software packages, tools, etc.;
* methodologies, etc.;
* Patents or Intellectual Property Rights, licenses, etc.;
* new standards, published APIs, etc.;
* open source software and community, “freeware”, etc.;

or a combination thereof.

Besides, if during the reporting period, the expected impact on the quality of life has changed, describe here these changes as well as the underlying reasons for these changes.

<Text to be inserted here>

1. Plus/minus report

This part should highlight, in a simple table form, what went well/wrong with the project in the reporting period.

You may use the proposed categorisation (i.e. ‘Organisational’, ‘Overall progress’, ‘Demonstrators’ and ‘Work Packages’) of the following table or another one that you judge more appropriate to your project. Add or remove lines depending on your needs.

|  |  |  |  |
| --- | --- | --- | --- |
| +/- | Description | Impact description | Action |
|  |  |  |  |
|  | Organisational |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Overall progress |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Demonstrators |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Work Packages |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

<Text to be inserted here, if relevant>

1. Risk analysis

Discuss any possible risk (technological, managerial, commercial, etc.) identified during the reporting period. For each of them, present appropriate and realistic contingency plans, or a mitigation plan whenever the impact cannot be avoided. The analysis of commercial risks is crucial during the final year of projects (and recommended for previous years).

You may use the proposed categorisation of the following table or another one that you judge more appropriate to your project. Add or remove lines depending on your needs.

|  |  |
| --- | --- |
| Identified risks | Contingency plan / mitigation |
|  |  |
| Technological |  |
|  |  |
|  |  |
|  |  |
| Managerial |  |
|  |  |
|  |  |
|  |  |
| Commercial |  |
|  |  |
|  |  |
|  |  |
| Misc. |  |
|  |  |
|  |  |
|  |  |

<Text to be inserted here, if relevant>

1. Based on the font Arial 10 of the ITEA standard (character spacing: expanded 0.2 pt, line spacing: multiple 1.2 pt). [↑](#footnote-ref-1)