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 1st March) and mid-February (July-December, running at the 1st 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)

Project reporting

PPR Creation How-To

- 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

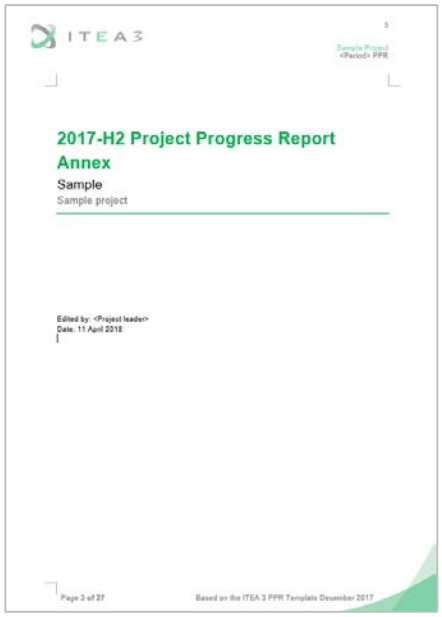
- The Project leader should
  - create a PPR folder for the reporting period
  - ask project partners and work package leaders to provide their input on the ITEA Community website
  - select the top 8 Exploitation related achievements (ERAs) among the list created by project partners
  - fill in the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

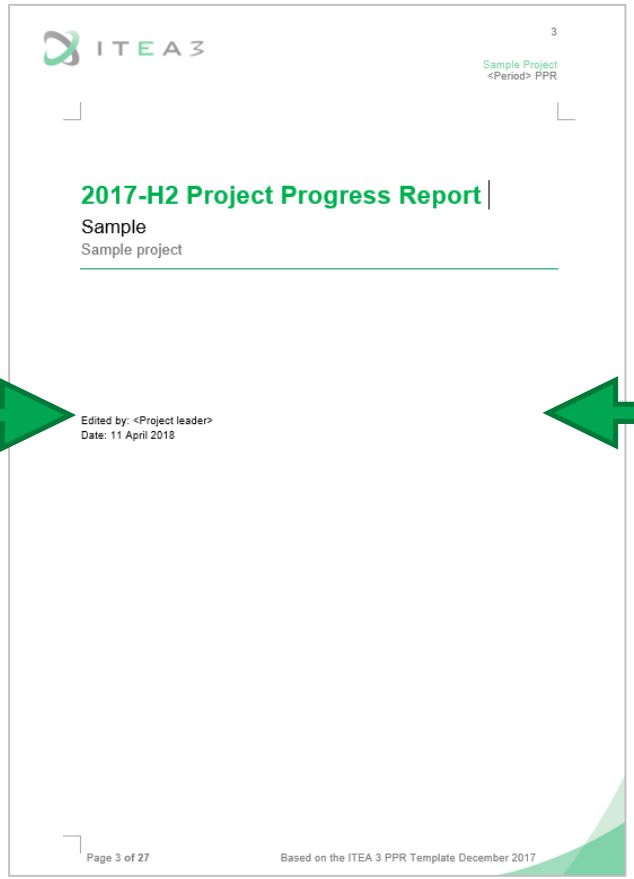
Project reporting
PPR creation

Offline PPR Annex template

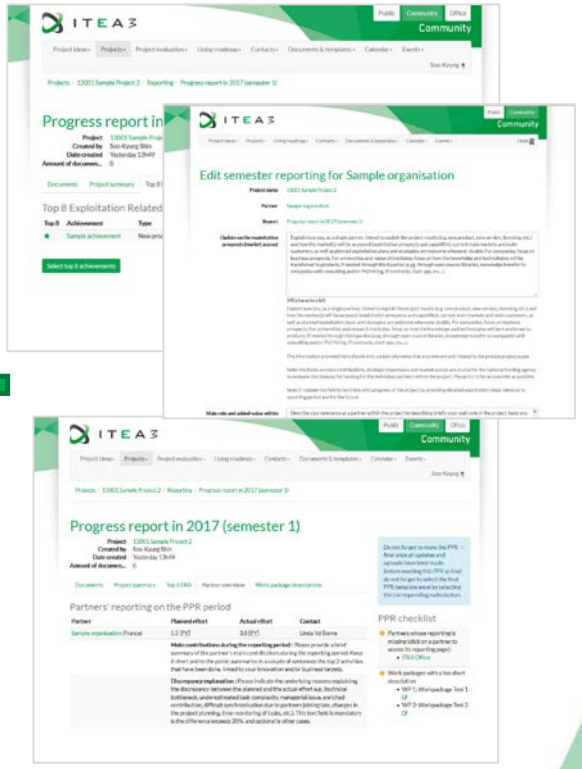


Global report by project leader

Merged PPR



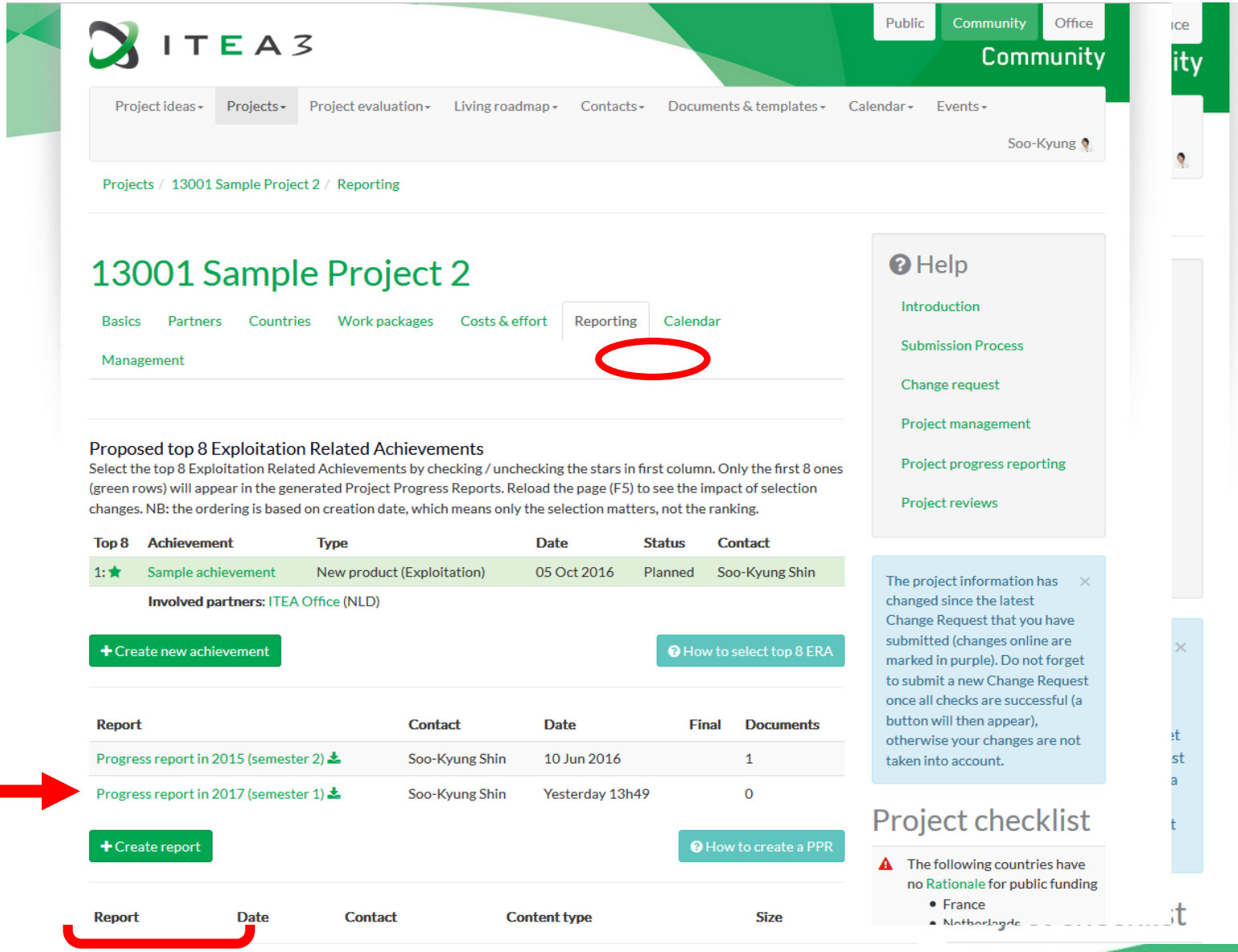
Online input for PPR



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

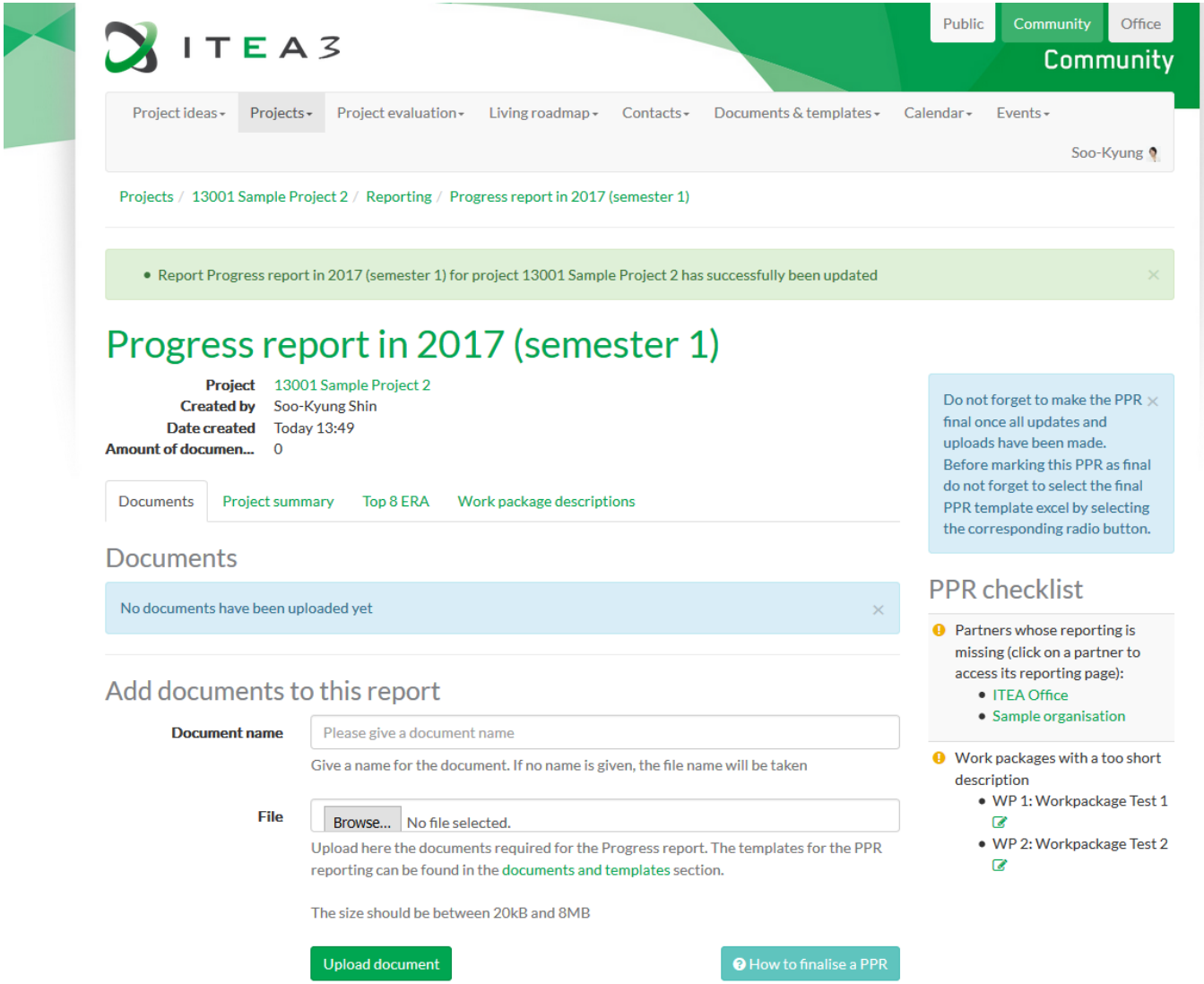
Project reporting

PPR Creation – creation of PPR folder

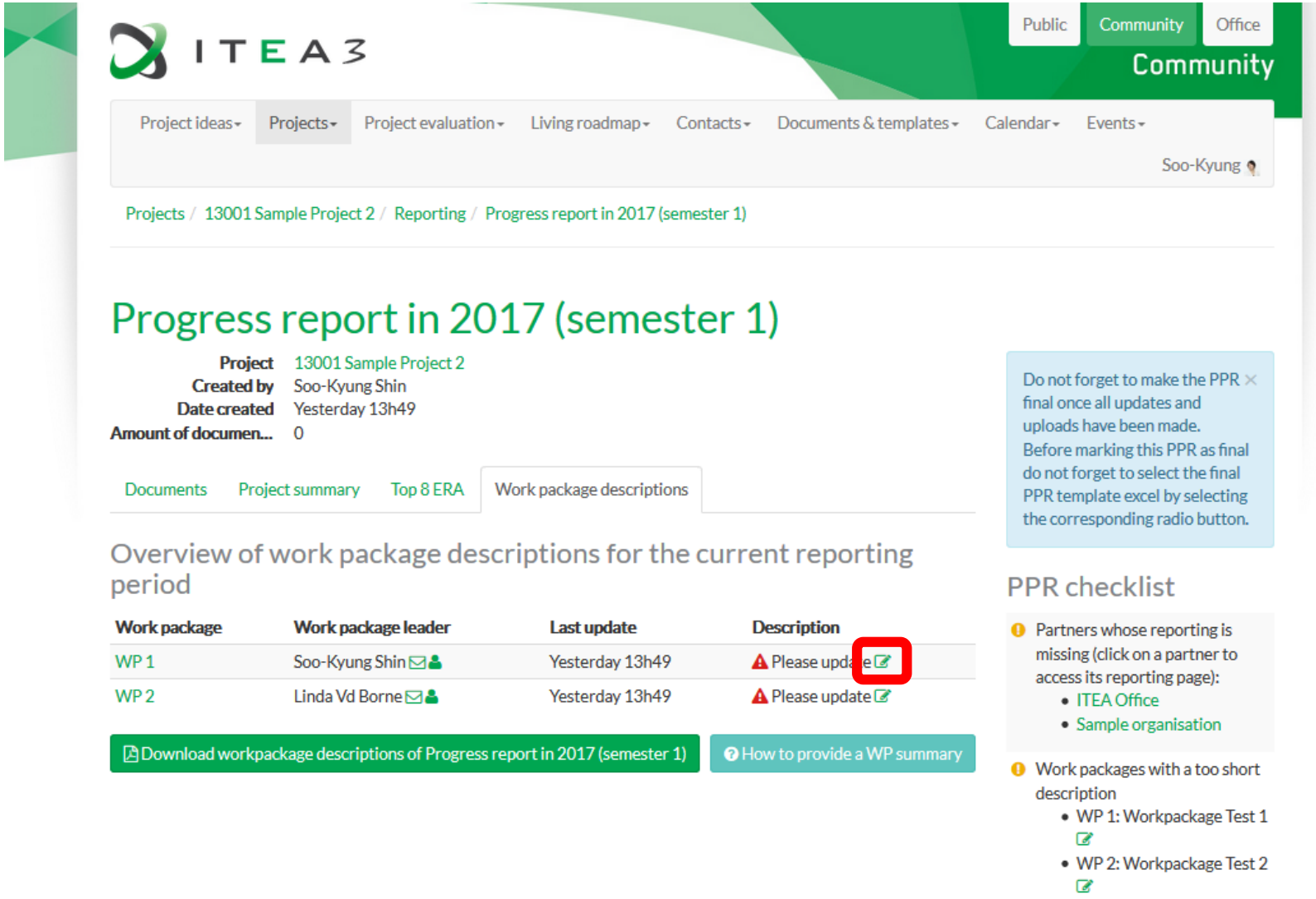


Project reporting

PPR Creation – PPR folder



Project reporting
PPR Creation – Role of a WP leader



Project reporting
PPR Creation – Role of a WP leader

Projects / 13001 Sample Project 2 / Reporting / Progress report in 2015 (semester 2) / WP 1 description

Edit work package description

Project 13001 Sample Project 2

Report Progress report in 2015 (semester 2)

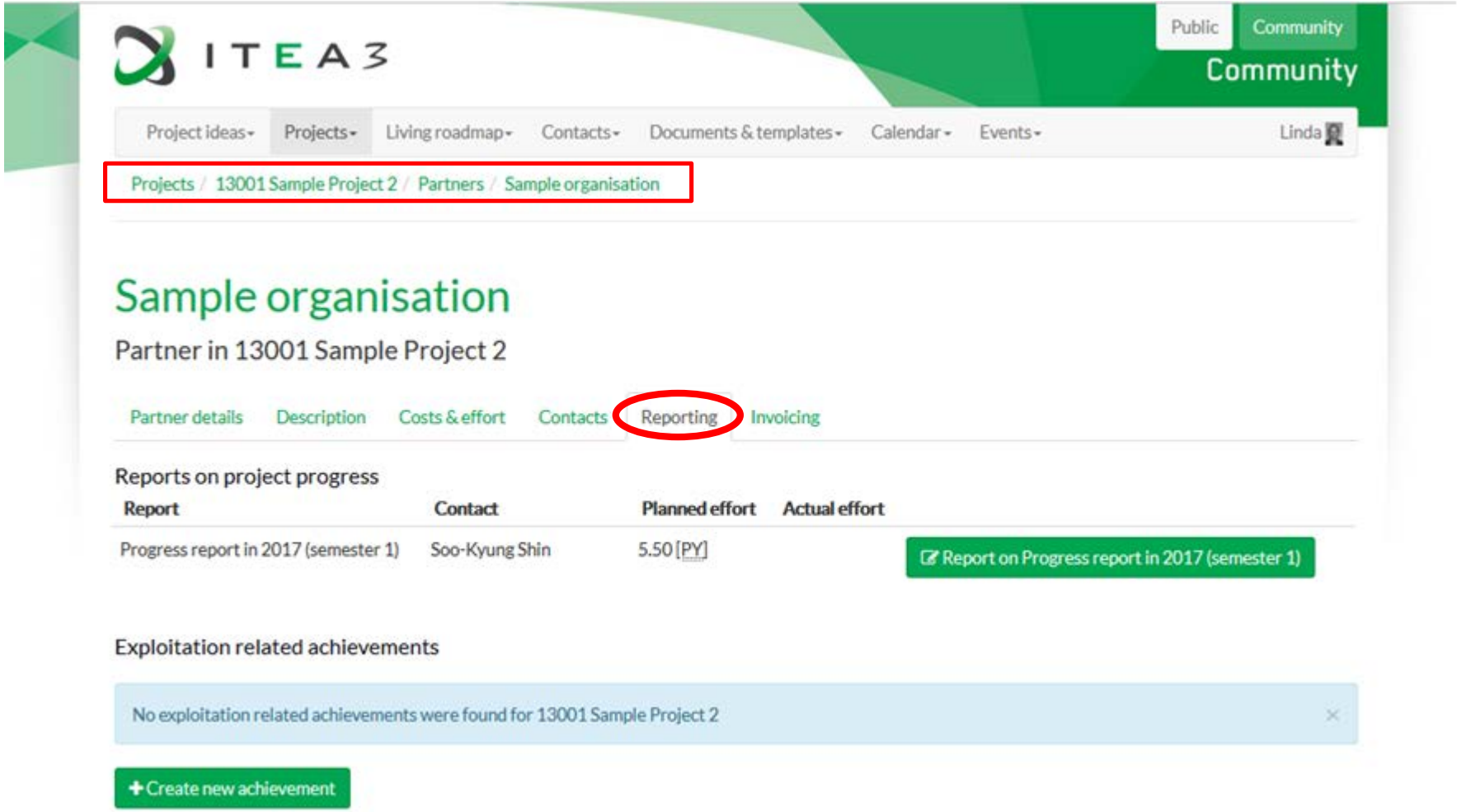
Work package WP 1: Workpackage Test 1

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

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

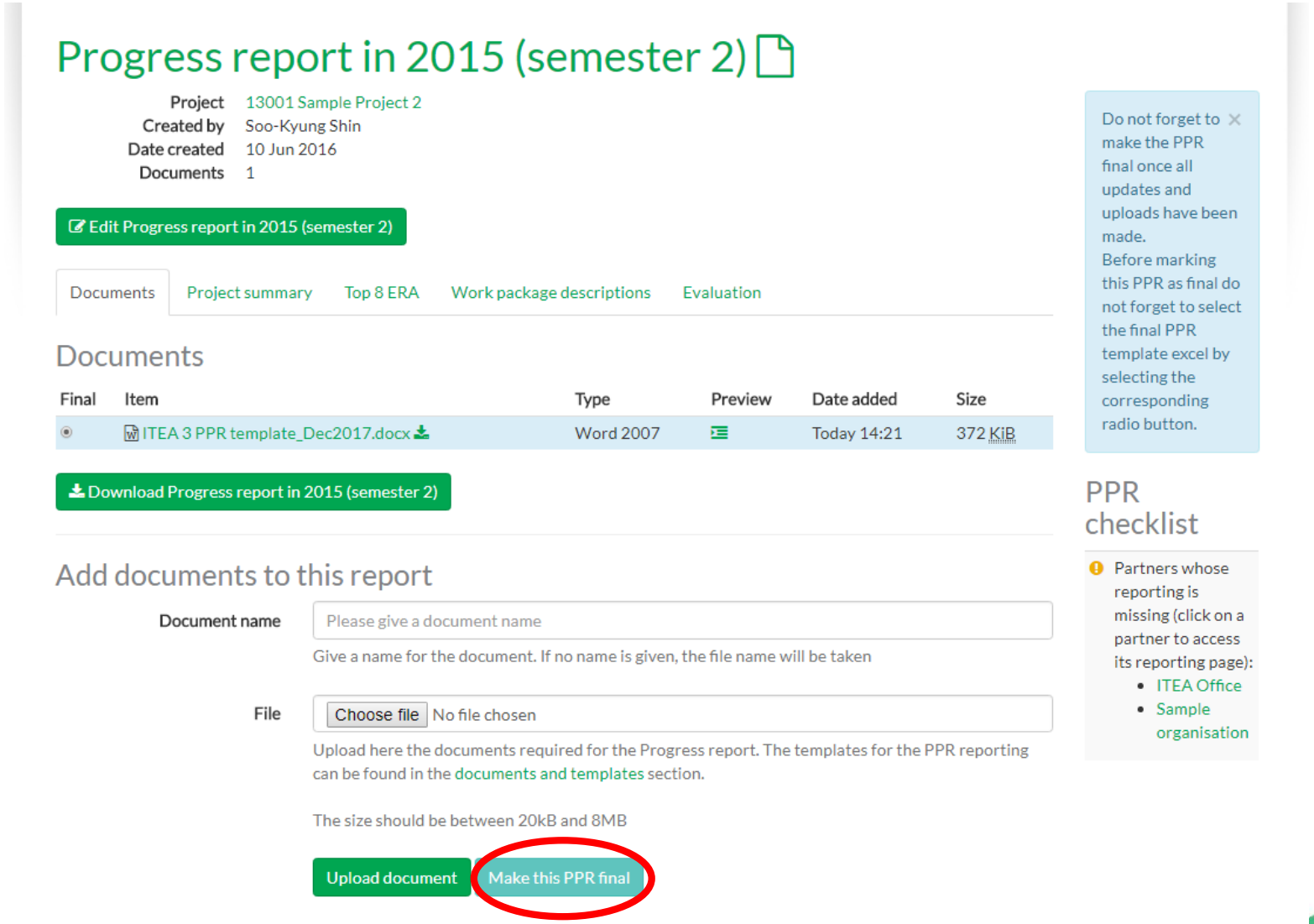
Submit Cancel

Project reporting
Community website – For a partner



Project reporting
Community website – For a partner

Project reporting
Community website – Final submission



For any question or support regarding PPR:

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ITEA 3

Thank you for your attention