



solarcombi+

Bimonthly Report

Issues and Features

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Identification of most promising markets and promotion of standardised system configurations for the market entry of small scale combined solar heating & cooling applications
EIE/07/158/SI2.466793 09/2007 – 02/2010

Intelligent Energy  Europe

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Bimonthly Report:

① Issue

→ To have a real management and working tool

② How

- Clear
- Concise
- Meaningful
- Comprehensive

③ Why has it that structure?

- To make easier the writing of progress report (first deadline in June)
- It allows to collect needed data in the same way
- It's easy to fill it



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② **Second part to fill. It is divided into four major points:**

→ Working progress and the achieved results

Partner:

SE

Period:

Oct - Nov 2007

⊕ Work progress and achieved results, completed deliverables

WP1: Participation at Kick-off meeting (27./28. Sep 2007);
internal installation of the project;
discussion of memorandum of understanding with administrative head;
WP3: preparation of information/presentation and participation at Kick-off
meeting (27./28. Sep 2007)

Deviations from project work plan, identified problems and corrective actions



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- Deviation from the project work plan, identified problems and corrective action
- Hours spent in each WP (they allow to determine the state of advancement of hours spent since starting date per partner and per work package)
- Comments (i.e. delay with committing funds,..)

☒ Deviations from project work plan, identified problems and corrective actions

Difficulties to fill the SOLAIR market analysis questionnaire.

Hours spent

WP1	3	WP2	7	WP3	2	WP4	
WP5		WP6	0	WP7			

Comments (e.g. delay with committing funds, administrative problems, other)

None



Achievable Results:

It gives an overview on:

- Progresses on work packages against initial objectives
- Deviations from the project work plan
- Progress regarding deliverables
- Progress regarding performance indicators



Utility for Progress Report:

The data from bimonthly report will be used for writing the progress report following IEE indications

As example: Work Package x runs from month 2 to month 10. After 9 months (reporting period) partner y has actually spent 40% of the working hours foreseen for the complete work package ("actual achievement"). It was however planned that this partner would have almost finished the work for this work package, i.e. 90%, by then ("planned achievement"). It would be evident that the work package shows a delay or that it takes less effort than expected even if one takes into account that work is not always carried out in a linear way.

landscape format

Work package	Actual/Planned Achievement	Total Partners	Partner 1	Partner 2	Partner 3
WP 1:	Actual	%	%	%	%	
	Planned	%	%	%	%	
WP 2:	Actual	%	%	%	%	
	Planned	%	%	%	%	
WP 3:	Actual	%	%	%	%	
	Planned	%	%	%	%	
.....						
Total Action		%	%	%	%	



Response

→ Good participation by partners

→ Good understood over activities' state of advancement



Comments and Suggestions?