

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



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Bimonthly Report:

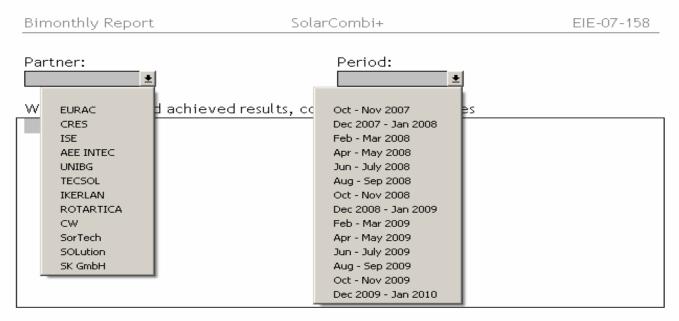
- 1 Issue
- → To have a real management and working tool
- 2 How
- → Clear
- → Concise
- → Meaningful
- → Comprehensive
- 3 Why has it that structure?
- → To make easier the writing of progress report (first deadline in June)
- → It allows to collect needed data in the same way
- → It's easy to fill it





Solar Combi+ Bimonthly Report:

- First part in which you should choose:
- → the name of institution
- → the reporting period



Deviations from project work plan, identified problems and corrective actions
with committing founds?

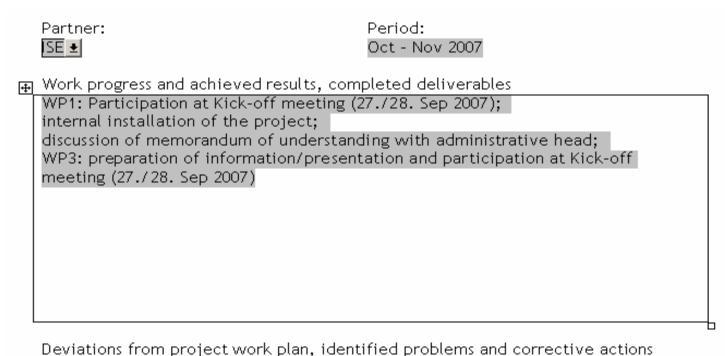


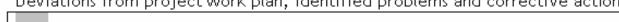




Solar Combi+ Bimonthly Report:

- 2 Second part to fill. It is divided into four major points:
- → Working progress and the achieved results



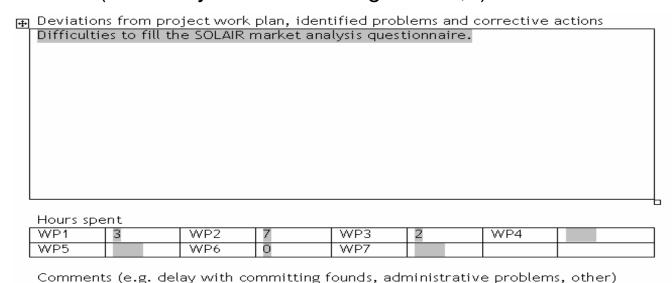






Solar Combi+ Bimonthly Report:

- → 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 founds,..)







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	Total	Partner 1	Partner 2	Partner 3	
	Achieve me nt	Partners				
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?

