

**SMART Office**

Date

Project Progress Report

**Insert**

Full Project Name

Acronym

Participants



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# 1 Presentation of technical achievements

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# 2 Manpower involved

*Indicate whether all partners work with the manpower assigned in the FPP and which percentage of the contracted money is expected to be used and why.*

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# 3 Work progress

*Explain to what extent is today’s status in line with the results indicated in the FPP. Indicate whether the milestones/deliverables have been reached up to now, as well as expected reach of future milestones/deliverables, explaining the project’s status.*

*Indicate whether any delays are expected; if so, explain actions and deviations required.*

*Explain the project’s current funding status.*

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# **4. Co-operation between partners within the reviewed project**

*Explain the ways in which the co-operation is organized and executed, its benefits, the dependencies between results, and the experience of work sharing.*

*List and explain the exchanged results and its limitations.*

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# 5. Co-ordination with other projects

*Explain the Information flow between the current project and other related projects, indicating whether there is an information flow with other relevant projects (inside and outside SMART). If so, list their names.*

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# 6. Preparation for necessary future modifications

*Explain to which extent risks have been assessed and mitigation procedures planned. Demonstrate plans have been modified for managing project changes.*

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# 7. Competitive situation

*Compare project partners’ work status/expected results with competitors’. Justify world competitiveness, if achievable. Demonstrate commercial exploitation potential for project results. Indicate to what extend the project takes care of IPR results and whether there are activities in standardization bodies.*

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# 8. Exploitation/dissemination activities

*Explain the status of exploitation commitments/contracts, indicating involvement of companies outside the project, if applicable. Demonstrate project partners’ willingness and capacity to exploit project results.*

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# 9. Problem report

*Indicate if there are any problems that require decisions from the Technical Committee and/or escalation to the SMART Board of Directors. If so, describe proposals for solutions, if any.*

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# 10. SMART Specific KPIs (Key Performance Indicators)

*Indicate, when applicable, the quantification of the following SMART KPIs*

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| **Nº** | **KEY PERFORMANCE INDICATOR** | **VALUE** |
| 1 | Number of new products that have been developed; |  |
| 2 | Number of products that have been improved; |  |
| 3 | Number of new companies commercializing results; |  |
| 4 | Number of new employees hired by the partner organisations |  |
| 5 | Number of patents. |  |
| 6 | Additional turnover (M€/y) |  |
| 7 | Leveraged investment (M€/y) |  |
| 8 | Return of Investment (years) |  |
| 9 | Competitive growth (% reduction in unit cost) |  |
| 10 | Market share increase (%) |  |
| 11 | Cost savings generated by development of technologies (M€/y) |  |
| 12 | Materials saving (Tn/y) |  |
| 13 | Time to market acceleration (y) |  |
| 14 | New knowledge and markets (number) |  |
| 15 | Number of publications in journals |  |

# 11. Miscellaneous

*List and describe specific results suitable to be presented at SMART.*

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