PROJECT UPDATE - CONTENT AND USE

ANNUAL EVENT 19.12.2018

MANAGING AUTHORITY
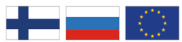
Project update

- Brief progress report

- After first 5 months of the project

- Submitted within 15 days of the end of the reporting period

- Second update after mid-term of implementation, if requested by the MA

- Only in electronic form in PROMAS

Project update -template

Basic information

Full legal name of the Lead partner in English:
Name of the project:
Project ID:
Partners:

Start date of the project: 01/11/2018
End date of the project: 31/10/2021
Reporting period start date: 01/11/2018
Reporting period end date: 31/03/2019

Project update –template

Project progress

2.1 Progress of the implemented activities in relation to all project activities (%):

2.2 Level of incurred expenditure in relation to the total budget (%):

2.3 Has the project been able to follow the indicative work plan? If no, why?

2.4 Is there need to change the work plan? If yes, describe the needed changes:

2.5 Description of the progress of the project:

Project update -template

Annexes

File name

Contact information

Filled in by:
Date:
Name of the contact person:
Email:
Telephone:

Managing Authority

Approved by: **Comments:**
Date:

A tool for a project

- Self-evalution of the project progress for the project partners
- All project partners should be involved in and informed about the project update
- The description of the project progress:
  - the execution level and outcomes of the tasks or work-packages
  - views for the implementation period until the interim or final report
  - information on any upraised challenges

A tool for the MA

The first project update report gives useful information for the MA about following questions:

- Are the planned management structures of a project organized and working?

- Are the first tasks and work-packages in line with the granted plan by schedule and content?

- Are there signs of challenges with outputs or work-plan?

Evaluation of the update report

- The MA evaluates project updates soon after their submission

- Approval of the report will be informed by Promas to the lead partner

- The MA may require additional information from the project´s side

- On basis of project updates the MA draws up monitoring plan with risk analysis for each project (on-the-spot verification, ROM)

About reporting in Programme Manual, p. 57-61

MILESTONES OF REPORTING (EXAMPLE OF A PROJECT WITH THE DURATION OF 36 MONTHS)

Signing the grant contract and lauching the project. Start of the project on the first day of the month.

1.

First milestone
Submission of the first project update covering progress of 5 months of action

2.

Second milestone
Submission of the first interim report covering 12 months of action and prerequisites for the second year

3.

Third milestone
Submission of the second project update covering progress of 18 months of action

4.

Fourth milestone
Submission of the second interim report covering months 13-24 of action and prerequisites for the third year

5.

Final milestone
Submission of the final report covering the whole 36 months of action

6.