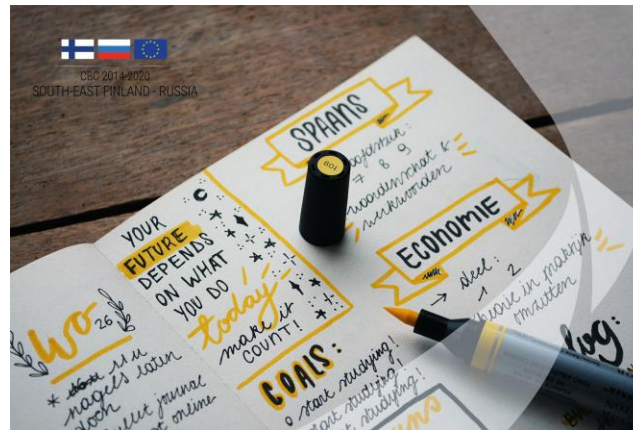# Project management: changes

Annual Event – training session 10.12.2019

Managing Authority, Taina Rautiainen

Procedures for changes in a project

- **If changes needed, contact your project coordinator first by e-mail for approval**

- **Change request tool in the PROMAS**

- **Some changes require a signed Addendum for the Grant Contract**

More information in the Programme Manual part D, chapter 6, pages 70 -72!

Type of changes

- ## Budget

  - Minor changes not effecting on estimated total costs of budget line or budget main headings of a partner allowed: transfer of costs of an activity from the 1st year to the 2nd year, transfers between items within the same main budget heading

  - Major changes effecting on the amount of estimated budget main headings of a partner require approval from the MA and a request for change

- ## Activities, work plan

- ## Within partnership

- ## Duration

- ## Technical issues

Procedures for changes

Examples of situations requiring an Addendum:

- **Over 15 % budget changes between budget main headings on project budget level,** inform 1 month before the date entering into force

- **New project partner or withdrawal of a project partner,** inform 1 month before the date entering into force

- **Extension to the project´s duration,** inform 3 months before the date entering into force
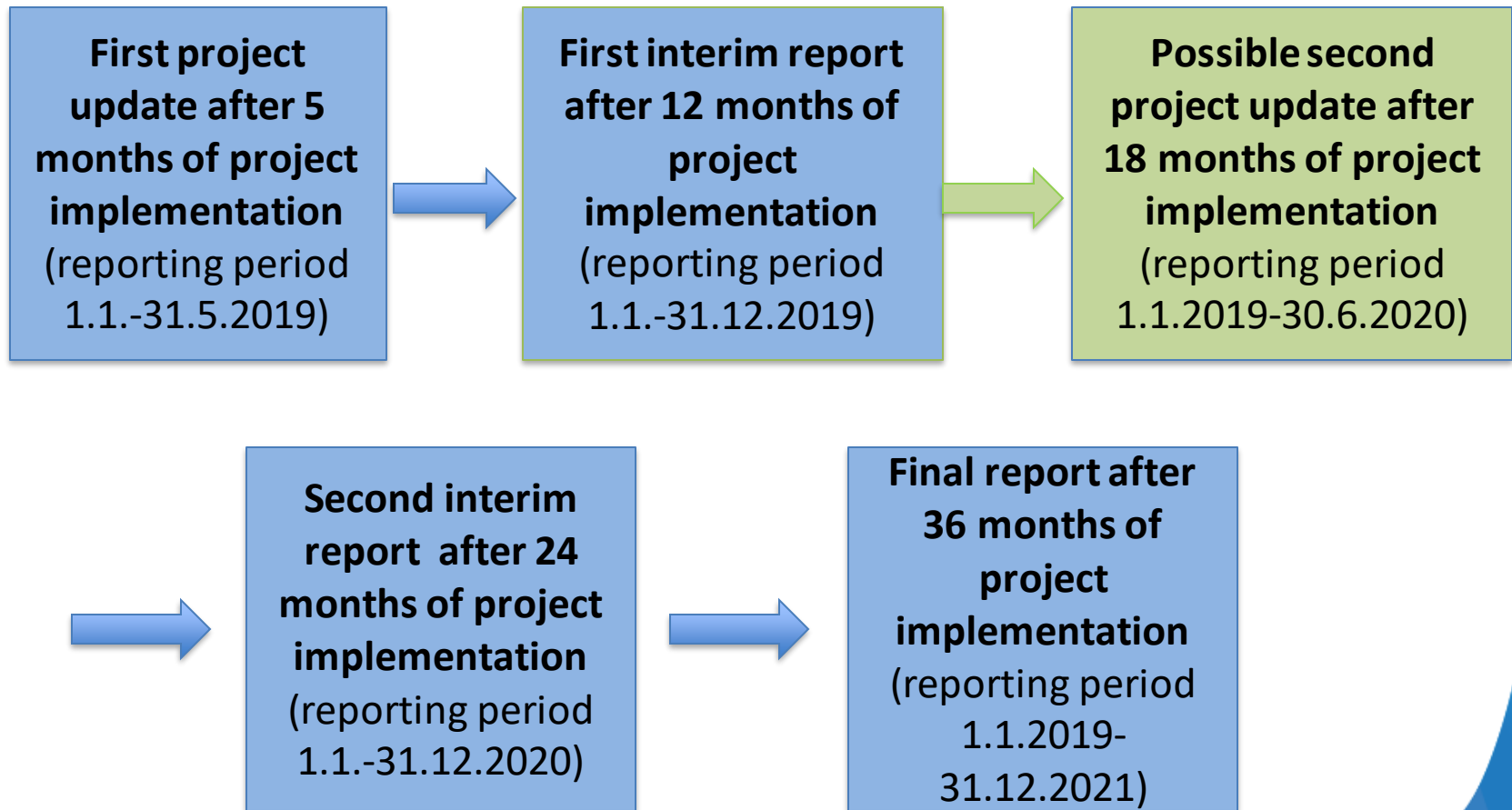
Reporting, narrative part

Annual Event – training session 10.12.2019

Managing Authority, Taina Rautiainen

Reporting milestones: project duration of 36 months, beginning on 1.1.2019

First project update after 5 months of project implementation (reporting period 1.1.-31.5.2019)

→

First interim report after 12 months of project implementation (reporting period 1.1.-31.12.2019)

→

Possible second project update after 18 months of project implementation (reporting period 1.1.2019-30.6.2020)

→

Second interim report after 24 months of project implementation (reporting period 1.1.-31.12.2020)

→

Final report after 36 months of project implementation (reporting period 1.1.2019-31.12.2021)

Project update

- **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, only if requested by the MA**

- **Only in electronic form in PROMAS**

Project update -template

<div style="border:1px solid; background:#d9d9d9; padding:4px">Project update</div>

<div style="border:1px solid; background:#d9d9d9; padding:4px">Basic information</div>

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

Start date of the project:
End date of the project:
Reporting period start date
Reporting period end date:

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:
Date:

Comments:

Interim and final report

- **Narrative part and financial part in form of payment request with mandatory annexes**

- **In electronic form and in paper version**

- **Signed by an authorized person of the lead partner**

- **Submitted within three months after the end of reporting period, max. reporting period is 12 months**

In cooperation with all partners!

Interim report - content

1. **Basic information:** check information and fill in reporting period

2. **Summary: Description of project implementation, possible challenges and their solutions, information about sources of verification for realized indicators**

Interim report - content

3. Activities:

- **List and evaluate fulfilled activities on the base of approved work plan**
- **Write about views for the future project implementation of next reporting period**
- **Need of possible changes in a project to be mentioned**

4. Indicators:

- **Realized target values of indicators**

Interim report - content

5. Communication and visibility:

- **Describe the qualitative aspects of activities and their impacts:** *How visible project has been? What kind of feedback you have received? How the chosen methods have worked?*

- **Give links to project news**

- **Attach annex communication & visibility plan with quantitative information!**

- **Download supportive material like leaflets, photos and lists of participants**

Interim report - content

6. Mandatory annexes:

- **A communication and visibility plan with realized activities and results of the reporting period**
- **List of participants of project events and meetings**
- **Meeting minutes of the highest decision-making body of the project, Steering Committee or equal**
- **Copies of project outputs like press releases, books, leaflets, articles etc.**
- **2-4 photos about promoting a project**
- **Documents confirming sources of verification for realized indicators**

Final report - content

- **Covers the whole implementation period of a project**

- **Collects information of previous reports and sums up activities and outputs after the last interim report**

- **Narrative part of final report is mainly same that interim report, but contains wider analysis and assessment of project implementation**

Final report – content additional to interim report

- Focus on **final results** and provide evidence for them

- Tell, how **objectives of the project** were met

- Describe visible and measurable **impacts of results**

- Describe **monitoring and evaluation** methods

- Draw up **project achievements summary**

- Evaluate **project administration, cooperation of partners** and **financing instrument**

Final report - annexes

- **A communication and visibility plan with realized activities and results of the whole implementation period**

- **List of participants of project events and meetings after the last interim report**

- **Meeting minutes of the highest decision-making body of the project, Steering Committee or equal, after the last interim report**

- **Copies of project outputs like press releases, books, leaflets, articles etc. not submitted before**
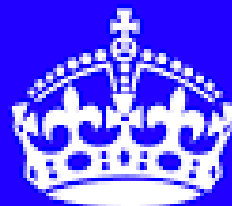
Final report - annexes

- **2-4 photos about promoting and visualizing a project after the last reporting period**

- **Documents concerning source of verification for realized indicators of the whole implementation period**

- **A list of goods and deliverables produced in the project and description of their ownership and maintenance after the project**

Look Programme Manual!

- **Instructions for reporting are given in part D, chapter 3. (pages 57 - 63)**

- **About Communication and Visibility activities reporting in part E, chapter 4. (page 83)**

  Time for questions and comments!