### Monthly Progress Report

Template ver.3.6  
13Jun2022

**[TEXT IN BLUE IS EXPLANATORY AND CAN BE REMOVED]**

**[TEXT IN RED HAS TO BE REPLACED WITH THE RELEVANT ENTRIES]**

**Month YYYY**

Project: PROJECT NAME

**ESA Contract N.: XXXXX/XX/XX/XX**

Date: DD Month YYYY

Period Covered: DD Month YYYY- DD Month YYYY

Author(s): Project Manager Name (Company)

……………

Contributions: Contributor A (Company)

Contributor B (Company)

……………

**A. Short status report**

Please provide a summary of the activities performed during the reporting period. Please try to follow these guidelines:

* Be concise
* Avoid a report that is too structured (like reporting by each WP)
* Do not keep reporting past issues by adding new things to old ones which are not relevant anymore for the time span covered in the report
* Consider the Monthly Progress Report as a tool not only to keep ESA informed, but the whole project team
* Be systematic; provide the Monthly Progress Report on time, and not only during the first months. Suggestion: put a repeating monthly entry into the electronic calendar of the person responsible for producing the monthly report.
* Include a fixed calendar date when the next project milestone is going to take place

*Possible example:*

*Following the Baseline Design Review (BDR), which took place in the headquarters of the company XXX on 12 March 2020, the Requirement Document has been finalised taking into account the Actions agreed at the BDR meeting.*

*The hardware design activities have started with the initial selection of the Commercial Off The Shelf (COTS) components required for the development of the user terminal. The CPU selected is XXX and it has been verified that it will be available for purchase for a period of 5 years.*

*The Business Plan has been reviewed by an external consultant which led us to re-evaluate upwards the number of man hours and costs needed for the installation of each unit. This will be balanced by an increased installation charge for the customer. The Critical Design Review meeting (CDR) is planned to take place at the premises of ZZZ on 18 August 2020.*

**B. Problems Encountered/Risks, Corrective/Mitigation Actions**

Please indicate here any problem areas that you encountered or that you are envisaging (risks) and any corrective and/or mitigation measures that will be taken, and when.

C. Planned Activities for Next Period

Please provide a short summary of the activities to be undertaken for the next period.

D. Marketing Plan

Please provide a short summary of the marketing activities undertaken in the last period, including web stories on websites, Googleadsense, giving presentations at exhibitions, , stand at exhibition(s), production of brochures.

*Possible example:*

*In April 2020 the company XXX participated to the European Workshop for Maritime Applications, where a presentation of the project was delivered. A follow-up meeting took place with a potential customer organisation based in Ireland, which expressed a potential interest for 20 systems. The web site of the product has been revised, which offers now a video demonstrating the concept of the product AAAA. In the last month according our web stats package this video has been clicked on 1500 times..*

*The product brochure has been finalised and a first batch of 150 prints have been produced.*

*The company BBB will participate in the Hamburg events of 28-30 October 2020, where the service will be presented in the stand co-hosted with the company CCC.*

E. Current Status Update for the Project Web Page under the ESA Web Site

This paragraph will be used to update the current status of the Project Web Page, which will be published on the ESA Web Site. Please remember that this paragraph (that you provide here) will be made public!

This paragraph shall be provided whenever the project has significant achievements to report (e.g. milestone achieved, or some important messages to deliver). Please concentrate in describing the new achievements, and remove the ones covered in the previous versions of the Monthly Progress Report.

The typical length of this paragraph is expected between 100 and 150 words.

The ESA Technical Officer of your project will take care of the implementation of the updating of the web page.

F. Pilot Utilisation Summary Report

Starting from the SAT (Site Acceptance Test), add as annex the Pilot Utilisation Summary Report (see next page).

**Pilot Summary Report**

Option 1: The URL to view the dashboard is <https://www.esa.int> and the user name is XXXXX (replace red text).

Option 2: KPI table (replace red text)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Definition** | **Measured how?** | **Expected result** | **Jan 2020** | **Feb 2020** | **March 2020** | **April 2020** |
| KPI 1  Number logons per user per month | Website logs | 10 users logon 4 times per month =40 total | 30 | 35 |  |  |
| KPI 2  Temperature measured 4 times per day per unit and sent to server- no loss of readings | Server log | 4\*number of days in month\*10 devices | 1240 | 1120 |  |  |
| KPI 3  Time spent logged in per user per month | Website analytics software | 15minutes\*10 users =150minutes | 130minutes | 170minutes |  |  |
| KPI 4  System usability score of 70% measured in last month of pilot | Email questionnaire and follow up phone call to chase response | >70% | 55 | 80 |  |  |
| KPI 5  Two customers ask for quotations for commercial service | Number of provided quotations | 2 | 1 | 1 |  |  |
| Comments |  |  | Called ACME company to encourage testing | Customer Rick asked for quotation ☺ |  |  |