EGEE

ACTIVITY: XXXX QUARTERLY REPORT

PERIOD: MONTH TO MONTH+2 200Y

Part of the EU Deliverable: DNA1.1 to 8

Document identifier:	**EGEE-Activity-PPR-edmsId-ActQR-QR1to8-v0-1.doc**

Date:	**10/06/2004**
Activity:	**xxxx: Full Activity name** *(e.g. JRA2: Quality Assurance)*
Lead Partner:	**Lead partner acronym**

Partner(s):	**Partners acronym**
Document status:	**DRAFT**
Document link:	**https://edms.cern.ch/document/edmsId/version**

[Note: Text in blue italics is included to provide guidance to the author and should be deleted before publishing the document.]

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Delivery Slip

	Name	**Partner**	**Date**	
From				
Verified				
Approved by				

Project information

Project acronym:	EGEE
Project full title:	Enabling Grids for E-science in Europe
Proposal/Contract no.:	IST-2003-508833
Related to other Contract no.:	
Activity Manager:	
Name:	
Address:	
Phone:	
Fax:	
Mobile:	
E-mail	

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CONTENT

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1. TECHNICAL ACHIEVEMENT OF THE ACTIVITY

1.1. CURRENT SITUATION

Summary of the current progress of the Activity. (This section (about 20 lines) is integrated as it is in the global EU quarterly report.)

xxxxxxx(about 20 lines)xxxxxxxxxx

1.2. TASKS DETAILED DESCRIPTION

(See table in §7 for reporting effort)

Summary of the main tasks from the execution plan concerning the reporting period.

1.2.1. Task 1

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.2.2. Task 2

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.2.3. Task x….

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.3. PRODUCTS DETAILED DESCRIPTION

Summery of the main products to be provided. (for activities oriented products e.g. JRA1)

1.3.1. Product 1

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.3.2. Product 2

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.3.3. Product x….

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.4. SERVIES DETAILED DESCRIPTION

Summery of the services provided (for activities oriented services e.g. SA1)

1.4.1. Service 1

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.4.2. Service 2

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Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.4.3. Service x….

Description of Work performed, raise possible issues and actions taken, deviations from plan.

1.5. PARTNERS DETAILED DESCRIPTION

The work performed by each partner associated to this activity is described in each Partner Quarterly reports.

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2. STATUS OF DELIVERABLES AND MILESTONES

Status of the deliverables and milestones for the period and forecast for the others deliverables and milestones of the Activity.

Deliverable No	Activity No	Deliverable title	Nature (***)	Lead partner	Original Delivery date(*)	Revised delivery date(*)	Status (**)
DNA2.1	NA2	Production of Project Information Presentation	R	TERENA	M01		
DNA2.2.1	NA2	External customer facing web site, mailing lists and web based tools	P	TERENA	M01		
DNA2.3.1	NA2	Internal project facing web site, mailing lists and web based tools	P	CERN	M01		
DNA2.4.1	NA2	Dissemination Plan with revisions at M9, and M15 including a formal planning for using and disseminating knowledge throughout the project (including target audiences and measures for success)	R	TERENA	M03		

(*)Dates are expressed in project month (1 to 8).

(**)Status = Not started – In preparation – Pending internal review - Pending EC review - Accepted

*(***) Nature = **R** = Report   **P** = Prototype D = Demonstrator   **O** = Other*

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3. ISSUES SUMMARY

This section summarises the major issues, major deviations from work plan, actions proposed.

(This section about 15 lines is integrated as it is in the global EU quarterly report.)- Please translate issues in a positive way, proposing solutions.

3.1. TECHNICAL ISSUES

3.2. PARTNERS ISSUES

Raise possible issues and actions taken, deviations from plan.

This section also raises if a partner drops out or somebody joins the consortium , problems with people originally assigned to the project leaving the company etc.

3.3. RESOURCES AND ORGANISATIONAL ISSUES

3.4. RISKS

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4. PLANS FOR THE NEXT REPORTING PERIOD

Description of the main item for the next period.

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5. MAIN METRICS

This section reports on the main metrics and associated indicators in order to measure products/services provided.

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6. MEETINGS

6.1. PROJECT MEETINGS

Date, Location, Participants, Outcome (short report).

6.2. CONFERENCES/WORKSHOPS ORGANISED

Date, Location, Topic, Participants, Outcome (short report).

6.3. CONFERENCES/WORKSHOPS ATTENDED

Date, Location, Topic, Participants, Outcome (short report).

6.4. SUBMISSION OF PAPERS

Topic, Abstract, Journal/Conference status (submitted/accepted).

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7. EFFORT

Efforts are expressed in P-M: Persons Month, e.g.:1.35

Those tables should be produced from PPT. The Activity Manager should maintain the task-revised effort.

7.1. EFFORT FOR THE REPORTING PERIOD

Period	Partner	Person involved	Activity	Link to individuals timesheet	P-M Funded	P-M Unfunded	P-M Total F+UF
Qx		Dupont S.	JRAx				
Qx							
Qx							
Total					**xxx**	**xxx**	**xxx**

The following table summarises the resources consumed by each partner for the period.

The notation used for P-M is: Total effort and in parenthesis Funded effort.

(Task should represent here only the level 1 of the Activity WBS)

Task	Task Title	Partner b	Partner x	Partner y	Partner n	Total effort in period
		pm	pm	pm	pm	pm
Tx.1		2(2)	3(0)	5(2)		
Tx.2						
Tx.3						
Tx.4						
Total effort consumed during the reporting period						
Total effort planned during the reporting period						
Deviation						

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7.2. ACCUMULATED EFFORT

The following table summarises the accumulated effort consumed by partner since the beginning of the project.

The notation used for P-M is: Total effort and in parenthesis Funded effort.

(Task should represent here only the level 1 of the Activity WBS)

Task	Task Title	Partner b	Partner x	Partner y	Partner n	Total effort consumed
		pm	pm	pm	pm	pm
Tx.1		2(2)	3(0)	5(2)		
Tx.2						
Tx.3						
Tx.4						
Total effort consumed from the beginning						
Total effort planned from the beginning						
Deviation						

The following table summarises the accumulated effort (Total effort = Funded + Unfunded) consumed by task since the beginning of the project and estimation to compete task.

The Activity Manager should maintain the task-revised effort.

Task	Task Title	Initial Month Start	Initial Month End	Allocated	Total Accumulated effort	Estimated to complete task	Deviation
		m	m	pm	pm	pm	pm
	Activity x						
Tx.1	xxxx	**1**	**12**	**43**			
Tx.1.1	xxxx	1	12	10			
Tx.1.2		1	12	12			
Tx.1.3		13	36	15			
Tx.1.4		1	12	6			
Tx.2		**1**	**36**	**36**			
Tx.2.1		1	36	24			
Tx.2.3		1	36	12			
Tx.3		**13**	**24**	**45**			
Tx.3.1		13	24	15			
Tx.3.3		13	24	30			
Tx.4		**25**	**36**	**30**			

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Tx.4.1		25	36	15		
Tx.4.2		25	36	15		
Total effort				**154**		
Deviation				**154**		