

[Project Name]

ESA Phi-Lab Austria

[Select if Preliminary, Mid Term or Final]  
Report

[Company Logo(s)]

**\*\*Please delete the guidance notes associated with each section prior to submitting\*\***

Project Name	:		
Project Reference Number	:		
Company Name(s)	:		
Project Manager(s)	:		
Date of Report Submission	:		



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## 1) Overview of Project and Current Status (maximum 2 pages for Preliminary and Mid Term Report, 3 pages for Final Report)

The project overview should include:

- Entities involved in activity,
- the description of the research idea
- its current status overview including a summary of the work undertaken to date in the project as well as the main achievements, experimental analysis, tests and problems encountered.
- the potentially targeted market/customers,
- a short description of the product or service that may result from the activity outcome.

## 2) Research and Technical Development

### a) Updated Milestone Planning

Provide an updated version of the Gantt Chart submitted in the ESA Phi-Lab Activity and Management Proposal. This should include a comparison between the planned Tasks and those undertaken to date.

### b) Work Breakdown Progress

Complete the following table for each Task included in the ESA Phi-Lab Activity and Management Proposal.

<b>Task #</b>		<b>Start date:</b>	DD/MM/YY
<b>Task Title</b>		<b>End date:</b>	DD/MM/YY
<b>Objective(s)</b>	These objectives have been included in the Task Descriptions submitted as part of the ESA Phi-Lab Activity and Management Proposal.		
<b>Status (in text)</b>	This is the current status and progress that has been made against the set of stated objectives. Please describe and explain deviations from the original objectives or reasons why the Task is only partially complete.		
<b>Status (in %)</b>	XX% Complete		
<b>Current Output</b>	e.g. First analysis of the algorithm on a simulated data set.		
<b>Cost to Date</b>	<b>Total Amount</b>	<b>ESA Phi-Lab Funding</b>	<b>Other Sources</b>
	€	€	€
<b>Work Remaining</b>			

<b>Projected Output</b>	e.g. Real-world testing will be conducted with ...		
<b>Projected Remaining Costs</b>	<b>Total Amount</b>	<b>ESA Phi-Lab Funding</b>	<b>Other Sources</b>
	€	€	€

### c) Cost Breakdown

This section reports the Updated cost breakdown in case of Mid Term Report and the Final Cost breakdown in case of Final Report. The figures in the 'Cost Incurred to date' column should reflect the actual costs incurred to date (this are the final cost in case of Final Report). In case of Mid Term Report the 'Updated Plan' column should reflect any changes foreseen for the remaining duration of the project, if applicable.

Overall Cost						
Task	Planned as per Activity and Management Proposal		Cost Incurred to date		Updated Plan (only in case of Mid Term report)	
	Total Amount	ESA Phi-Lab Funding	Total Amount	ESA Phi-Lab Funding	Total Amount	ESA Phi-Lab Funding
Task 1 + Title						
Task 2 + Title						
Task ...						
<b>Total</b>						

Calculate the difference between the Planned and Actual costs and include this in the table below. Where there is a difference please provide a justification.

Overall Cost			
Task	Difference		Justification for Difference
	Total Amount	ESA Phi-Lab Funding	
Task 1 + Title			
Task 2 + Title			
Task ...			
<b>Total</b>			

List any hardware, purchased by using the ESA Phi-Lab Innovation Seed Fundings for the purpose of testing or developing activities (but not being part of the final product/prototype). These shall be delivered to the Phi-Lab at the end of the project.

Items	Total Cost	Comments (e.g. purpose of the item within the Project, related Task)
Item 1		
Item 2		
...		
Total		

### 3) Project Highlights and News

Provide any specific highlight or news items related to the project. (For high-impact items, ESA may contact you for further information in order to publish a news article/case study).

Please list any scientific publication, submitted and/or approval, including their DOIs.

Please mention any filed Patent Application.

Please list any (pre)commercial agreement.

### 4) Challenges and Concerns

Provide information on any specific challenges faced during the project. These can be internal (team, delays, unsuccessful or lower than expected experimental results; etc.) or external (market conditions, lack of customer appetite, etc.). Also include how this will affect the timeline, cost, and likelihood of project success.

## Annex A: Deliverables

In the case of Preliminary Reports and Mid Term Reports the following deliverables are due in a draft version. Deliverables shall be attached to this report as individual Annexes creating a single stand-alone document.

### a) D1 Prototype or mockup/demonstrator

To be attached as Annex A.1

The Contractor shall provide either a prototype or a mockup/demonstrator to the ESA  $\Phi$ -Lab manager. A short description (1 or 2 pages maximum) of the product/service shall be provided along with any instructions required for operation. This deliverable will mainly be used for promotional and outreach purposes by the ESA  $\Phi$ -Lab manager and ESA. In cases where confidentiality is critical, this shall still be delivered but the the ESA  $\Phi$ -Lab manager and ESA agree not to publicly disclose information relating to this.

### b) D2 Scientific publication(s) and/or Patent Application(s)

To be attached as Annex A.2.

The Contractor shall provide all the Scientific Publications accepted or submitted related to the activity undertaken within the Contract. Contractors are encouraged to publish using Open Access.

In the case, the Contractor has applied for a Patent related to the developments object of the Contract, the Contractor shall deliver to the ESA  $\Phi$ -Lab manager a short description of the Patent and evidence of the application.

### c) D3 Commercial Opportunities, Roadmap and Socio Economic Impact Analysis

To be attached as Annex A.3.

Suggested length: 5 pages.

The contents of this deliverable shall include:

- Presentation of the potential market analysis for the envisaged product/services including the size and attractiveness of the market/customer segment(s).
- Presentation of the competitive environment and of the main competitors including information on their products/services and value propositions.
- Discussion on the potential socio-economic impact of resulting operational product/services regarding expected revenues, job creation across the value chain, export opportunities, establishment of new markets, investment leverage, and societal benefits.
- Next steps:
  - o Presentation of the team, competences and capabilities required to implement and deliver the product/service. In case of missing competences and capabilities, presentation of the intended strategy to acquire them.

- o Presentation of the conclusion concerning the feasibility and viability of the specified product/service and associated system, and wrap up of the critical success factors and risks for the implementation of the solution,
- o Definition of the next steps for product/service implementation, taking into account potential success factors and showstoppers (e.g. technology maturity, lack of service provision history, capital requirements, etc.) and identification of critical milestones.

**d) D4 Commercial Arrangement Document**

To be attached as Annex A.4, if applicable.

Suggested length: 1 page

The contents of this deliverable shall include:

- Details regarding the type of commercial arrangement that has been agreed/envisioned with any Potential Customer/Partner
- Length of agreement
- Conditions of agreement
- Value of agreement

**e) D5 hardware, purchased by the Contractor using the ESA Phi-Lab Innovation Seed Fundings for the purpose of testing or developing activities**

To be attached as Annex A.5, if applicable.

Any hardware, purchased by the Contractor using the ESA Phi-Lab Innovation Seed Fundings for the purpose of testing or developing activities (but not being part of the final product/prototype) shall be delivered by the Contractor to the Phi-Lab. The Phi-Lab shall use such deliverable for the benefit of other research projects, if/when needed. A short description of this hardware shall be provided in this deliverable.



## Annex B: Minutes of Meeting

It is the responsibility of the project team to produce Minutes of Meeting for the Preliminary Review (if applicable), Mid Term / Final Review, have them signed by all attendees, and attach them to the final version of this Report.