Active and Assisted Living Programme

Midterm project review report

Project acronym:
Project full title:
AAL project number:

Project starting date:
Project duration: months

Coordinator:
Coordinator e-mail:
Project web site: http://

Period covered by the report: xx months / yy months

Place of review meeting:
Date of review meeting:

Reviewers:

CMU representative:

Lead NCP (present/not present):

Other NCPs present:

1. Overall Project Assessment

1.1 Outline of project:

(A short description of the project idea -not more than 5-6 paragraphs-, the implementation of the idea in a project, the consortium composition and the projects achievements and progress towards objectives and plans for the remaining project period and the envisioned future for the project achievements after the project period)

1.2 Assessment of the review:

(Level of adhesion to work plan in terms of tasks and objectives, assessment of the current situation of the. The project achievements; progress towards objectives; plans for the remaining project period and the envisioned future for the project achievements after the project period)

1.3 Summary of the review meeting:

(Where, when, who was present, quality of the materials and demos provided and the answers given)

1.4 Structured assessment:

☐ Excellent progress - the project has fully achieved its objectives and technical goals for the period and has even exceeded expectations. The end-user and demand driven innovation has been remarkable. The developed solution is attractive and has a high potential market in Europe. Time to market perspective is valid and clearly within 2 years after the end of the project.

☐ Very good progress - the project has achieved most of its objectives and technical goals for the period with relatively minor deviations. The end-user involvement has been satisfactory. The business model for commercialisation has a clear concept and is comprehensive. Time to market within 2 years is feasible.

☐ Good progress; however major component(s) of the project need corrective actions, see recommendations. The business strategy is well addressed, but some core aspects of the value chain need improvements.

☐ Just acceptable progress - the project has achieved some of its objectives; however, corrective action will be required – see recommendations for future work. Time to market within 2 years is not realistic.

☐ Unsatisfactory progress - the project has failed to achieve key objectives and/or is not at all on schedule or end-user involvement is not satisfactory. There is no value proposition or business strategy proposed.

1.5 Comments to the assessment (if any):

(Any comment useful for the project consortium)

2. Progress in technology innovation and in integration of technology in service-delivery:

(Evaluation of innovation achieved in technologies and/or in their integration aimed at implementing new services with a high market potential. Comparison with expected results and risks analysis as reported in the DoW)

3. Progress in addressing end-user demands:

(Evaluation of project's achievements on the actual satisfaction of end-users and potential customer needs. Comments on end-users concrete direct and indirect involvement. Comparison with indicators, risks analysis, as reported in the DoW)

3.1. Applied ethics:

(Have the ethical aspects been foreseen and respected with what is proposed in the DoW? Have some guidelines been developed and legal issues taken in consideration? What is the framework related to ethics developed by the consortium?)

4. Management of the project

(Is the project being managed properly from a technical and coordination point of view?)

4.1 Technical, administrative and financial management of the project:

(Is there evidence of meaningful technical cooperation and integration between all the partners? Is there a sound financial management being implemented? Are the resources adequate and enough to complete the remaining tasks?)

4.2 Project collaboration and communication aspects:

(Do you identify any conflicts or evidence of underperforming partners or lack of commitment of any partners? Is internal communication functioning properly?)

4.3 Resource utilization description and assessment:

(On the basis of the information received, are the resources adequate and enough to complete the remaining tasks? Do you see any over or underspending partner in the consortium at the current stage?)

4.4 Deviations from plans in management issues:

(Have there been major deviations from the original management plan? Have risks been properly anticipated/managed and contingency risks taken in consideration? Can these risks potentially affect the proper implementation/conclusion of the project?)

5. Market introduction and readiness

(Does the project have significant exploitation potential?)

5.1 IPR issues management:

(Have the project participants disseminated project results and information as foreseen by the contract and the plan for dissemination and use of knowledge (publications, conferences, stakeholders engagement and others)?

5.2 Business models development:

(Are the business model(s) and the produced documents consistent with the DoW? Have there been some shifts compared to the original idea? Are the *unique selling proposition* and the exploitation strategy still relevant? Have target groups been properly involved?)

5.3 Dissemination:

(Has the consortium disseminated project results and information as foreseen in the DoW and properly used the foreseen dissemination plan and use of knowledge?)

5.4 Progress in value-creation models of AAL:

(Did the consortium define the correct value proposition? was this properly validated and evaluated?)

6. Impact assessment

(Which is the impact of the project's solution(s)/products/services/results in terms of improvement of the quality of life of the end-users, as defined in the DoW? Which might be the social and ethical impact at the end of the project?)

7. Recommendations

(Which recommendations do you want to provide to the consortium?)

7.1 Recommendations concerning the first project period:

(On the basis of the information provided by the consortium, which are the recommendations to overcome/improve the impasses currently present in the project – if any?)

7.2 Recommendations concerning future work within the project period:

(On the basis of the information provided by the consortium, which are the recommendations to bring the project to a successful completion?)

7.3 Recommendations in relation to the 2-4 years following the project period:

(What would you suggest the consortium, for the potential market introduction on the basis of the information provided by the consortium?)

Name(s) of reviewers(s):

Date and Place:

Signature(s):

Annex 1: Detailed Agenda of the Review

Annex 2: Presence List