Project Title

Day Month, Year

**ORGANISATION NAME**

**Sub-Project Quarterly Progress Status Report  
Guidance Template**

Project ##

**About i-Hub**

The Innovation Hub for Affordable Heating and Cooling (i-Hub) is an initiative led by the Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH) in conjunction with CSIRO, Queensland University of Technology (QUT), the University of Melbourne and the University of Wollongong and supported by Australian Renewable Energy Agency (ARENA) to facilitate the heating, ventilation, air conditioning and refrigeration (HVAC&R) industry’s transition to a low emissions future, stimulate jobs growth, and showcase HVAC&R innovation in buildings.

The objective of i-Hub is to support the broader HVAC&R industry with knowledge dissemination, skills-development and capacity-building. By facilitating a collaborative approach to innovation, i-Hub brings together leading universities, researchers, consultants, building owners and equipment manufacturers to create a connected research and development community in Australia.

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| **This Project received funding from ARENA as part of ARENA's Advancing Renewables Program.**  **The views expressed herein are not necessarily the views of the Australian Government, and the Australian Government does not accept responsibility for any information or advice contained herein.** |

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|  |  | |  | **Primary Project Partner** |
|  | |  |  | [logo] |

**This Guidance Template has been produced to promote the consistency of high-quality progress reporting across all i-Hub sub-Projects.**

**Sub-Project reports should be approved by the sub-Project’s Project Manager in conjunction with the Project Management Group. The reports must be prepared quarterly in accordance with the approved delivery schedule and issued to the Activity Leader and Project Leader and, ultimately, the i-Hub Steering Committee. The purpose of the reporting is to track sub-Project progress and outputs, as well as verifying the agreed processes for risk, intellectual property and Project management.**

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| **Project information** |

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| Project number | | Pre-fill | | | | Activity stream | | Pre-fill | | | | |
| Project name | | Pre-fill | | | | | | | | | | |
| Project manager | | Pre-fill | | | | | | | | | | |
| Lead organisation | | Pre-fill | | | | | | | | | | |
| Project duration | | Pre-fill | | | | Project start date | | Pre-fill | | | | |
| Project report number | | Unique identifier | | | | Project finish date | | Pre-fill | | | | |
| Project reporting period | | Time period report covers | | | | | | | | | | |
| Report completed by | | Name | Full name | | | Email | | Email address | | | | |
|  | | | | | | | | | | | | |
| **Project status summary** | | | | | | | | | | | | |
| **Evaluation and review** | | | **Delivery to Project plan** | | | | **Outcomes and KPIs** | | | | **Risk management review** | |
| Date last assessed | | | DD/MM/YY | | | | DD/MM/YY | | | | DD/MM/YY | |
| Date next assessed | | | DD/MM/YY | | | | DD/MM/YY | | | | DD/MM/YY | |
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| **Status summary** | | | | | | | | | | | | |
| Project health | | Red | |  | Amber | | | |  | Green | |  |
| Sub-Project status to be reported by red/amber/green (RAG) traffic lights. RAG traffic light reporting is used because it is a universally well-understood project management tool, particularly when managing multiple sub-Projects. This simple approach allows for the sub-Projects at risk to be readily identified and corrective action taken. | | | | | | | | | | | | |
|  | Red | Serious issues identified. Dates/targets being missed, budget overrun (≥ 10%), triage/recovery plan required, solutions need to be applied. | | | | | | | | | | |
| Amber | Some issues identified. Being managed, budget pressures (≤5%), dates/targets in danger of delay, performance needs to be monitored more frequently, solutions need to be prepared. | | | | | | | | | | |
| Green | No identified issues. Project is on track to complete, budget is on track, something could still go wrong so risks and performance still need to be monitored. | | | | | | | | | | |

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| Issues | | Detail any issues related to the sub-Project or its health status here. Include any issues associated with sub-Project budget, planned tasks, delivery timeline, milestone reporting and knowledge sharing. If no issues, state that there are no issues identified. |
| Comments | | Provide commentary on how these issues may impact the sub-Project delivery and performance and the potential or proposed solutions. |
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| **Accomplishments this reporting period** | | |
| Commentary: | Provide commentary on the main accomplishments in the sub-Project for this reporting period, including any announcements. If no accomplishments, state that there are no accomplishments for this reporting period. | |
| **Activities planned for next reporting period** | | |
| Commentary: | Provide commentary on the main activities planned in the sub-Project for the next reporting period, including any planned announcements. | |
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| **Progress to approved Project plan** |

As part of the quarterly reporting period, you are required to complete the progress to plan below and provide a Project health status with commentary. This will allow for immediate identification of any Project concerns and ensure the ongoing alignment of the Project with i-Hub milestones and outputs**.**

**Please note that no changes to Project tasks, deliverables or milestones can be made without our prior written approval. Approval must be sought as soon as a delivery issue arises**.

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| **Project tasks** | **Milestones / deliverables** | **ARENA milestone number** | **Due date** | **Agreed variation to due date** | **Progress (%)** | | **Comments** | **Project health** | | |
| R | Y | G |
| List the individual sub-Project tasks completed here.  Tasks are listed in the Approved Project Plan. | List the milestones or deliverables achieved here.  Milestones and deliverables are listed in the Approved Project Plan. | Identify – M2–M7 | DD/MM/YY | Y/N | ## | % | Provide commentary. |  |  |  |
| Select a colour. | | |
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| **Project management** |

**Project steering group or Project management group**

Your managing group (Project steering group or Project management group) is a key part of sub-Project management, providing advice and guidance, as well as reviewing and approving outputs and assessing risks. We are keen to know that the group is working effectively.

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| **Steering group / management group meetings** | | | | | | | | |
| **Date** | **Attendance**  **(%)** | | **Minutes available (y/n)** | **Action items** | **Comments / issues** | | | |
| DD/MM/YY | ## | % | Y/N | Summary of main items | Summary of main issues | | | |
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| Does the managing group meet regularly and as otherwise needed? | | | | | Yes |  | No |  |
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**Project issue log**

A Project delivery issue can be a problem with staff or suppliers, technical failures, material shortages – these might all have a negative impact on your Project.

If the issue goes unresolved, you risk creating unnecessary conflicts, delays, or even failure to produce your deliverable. An issue log will help you capture the details of each issue, including the status, priority, resolution and who is responsible for resolving it.

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| **Product delivery issues** | | | | | | | | | |
| **Issue no.** | **Raised by** | **Date raised** | **Description** | **Issue priority** | **Proposed resolution** | **Responsibility** | **Issue status** | **Date resolved** | **Comments** |
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| These fields are self-explanatory. | | | | | | | | | |
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**Project Variation Register (list any changes to the approved Project Plan and actions)**

Project teams are to complete the register below with details relating to agreed variations throughout the Project.

The table will assist AIRAH and Project teams with managing variations to the Project agreement. If you are unlikely to make a deliverable milestone, you are required to submit a variation application. Approved variations are to be added to the Register.

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| **Project Variation Register** | | | | |
| **Variation no.** | **Description** | **Date submitted to AIRAH** | **Date approved by AIRAH** | **Comments** |
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| These fields are self-explanatory. | | | | |
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| **Project risk management** |

Sub-Project risks and Risk Management Plans (RMP) must be monitored and reviewed. Use this section to record the ongoing application, implementation and monitoring of the RMP for the sub-Project, including the management of WHS risk.

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| **Sub-Project risk issues** | | | | | | | | | | | | | |
| **Issue no.** | **Raised by** | **Date raised** | **Description** | | **Issue priority** | | **Proposed resolution** | | **Responsibility** | **Issue status** | **Date resolved** | | **Comments** |
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| These fields are self-explanatory. | | | | | | | | | | | | | |
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| **Risk Management Plan** | | | | | | | | | | | | | |
| **Review date** | | | | **Current risks** | | **New risks** | | **Responsibility** | | | | **Comments** | |
| Date of last review – DD/MM/YY | | | | Results of assessment of all current risks listed in the Approved Sub-Project RMP | | Detail any new risks identified and the proposed mitigation strategies. | | List who is responsible for the new risks and strategies. | | | | Provide comments here or provide an updated Sub-Project RMP detailing the changes. | |
| Please notify AIRAH of any new risks or any changes or issues arising with the implementation of the Sub-Project RMP. Please provide AIRAH with an updated Sub-Project RMP reflecting all new risks and all changes or issues with the existing risks, detailed in the approved Sub-Project RMP. | | | | | | | | | | | | | |
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| **Project IP management** |

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| **IP Management Plan** | | | | |
| **Review date** | **New issues** | **Proposed changes** | **Responsibility** | **Comments** |
| Date of last review of IP management issues for the sub-Project. | Detail the new IP management issues identified. | Detail the proposed mitigation strategies. | List who is responsible. | Provide comments here or prose an update to the i-Hub IP Management Plan. |
| Please notify AIRAH of any changes or issues arising with the implementation of the IP Management Plan. | | | | |
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| **Financial summary** |

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| Have all applicable quarterly contributions, as detailed in the Sub-Project Agreements, been met by sub-Project participants? | Yes |  | No |  |
| If you answer “no”, please provide details here: | | | | |
| If the expected applicable quarterly contributions from sub-Project partners and participants have not been achieved, provide details here. What contributions have not been achieved and/or what contributions have been exceeded? | | | | |
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| Has the projected budget, as detailed in the Sub-Project Agreement, been achieved by the sub-Project to-date? | Yes |  | No |  |
| If you answer “no”, please provide details here: | | | | |
| If the sub-Project costs are not aligned with the projected and approved budget, provide details here. Identify what costs have been exceeded and why. | | | | |
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| **Knowledge sharing, collaboration and lessons learnt** |

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| **1. Lessons learnt**  Please provide lessons learnt in the i-Hub lessons learnt template provided and indicate the attachment below. | | | | | |
| Commentary: | | Provide the lessons learnt number and title here and attach the Lessons Learnt Template with the details included.  Lesson learnt #1: [insert topic]  Lesson learnt #2: [insert topic] | | | |
| **2. Collaboration with ARENA technology**  Please provide any updates on collaboration activities between the sub-Project and other ARENA funded Projects including, but not limited to, the inclusion of other ARENA funded technologies where appropriate. | | | | | |
| Commentary: | | Provide details of all collaborations with ARENA projects or ARENA-funded technologies here. | | | |
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| **3. Knowledge sharing**  Knowledge transfer through the dissemination of your work is a key step in the utilisation process. We are maintaining a catalogue that succinctly describes each of our Projects and their outputs in easy to read terms. The catalogue is a central repository that we can actively distribute to increase awareness of and access to your work. It also a useful way to capture intellectual property (IP) including copyright, inventions and designs in a range of forms such as software, documented methodologies or processes, reports, specifications, and training materials. To assist us identify potential actions to increase the dissemination, uptake and use (including commercialisation) of your work, would you please review and update your Project entries below | | | | | |
| **Knowledge sharing outputs to-date** | | | | | |
| # | Title | | Output type | Purpose | Restrictions on use |
| # | Title of knowledge sharing output | | Technical report / knowledge sharing report / workshop / seminar / conference / etc. | Describe the purpose of this knowledge sharing output. | Identify any restrictions on use. |
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| **Project evaluation** |

As part of the quarterly reporting period, you are required to evaluate the progress towards achieving the KPIs and outcomes set out below and provide a Project health status with commentary. This will allow for immediate identification of any Project concerns and ensure the ongoing alignment with the agreed Project outcomes**.**

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| **Evaluation against KPIs** | | | | | | |
| **Project KPIs** | **Progress against KPI** | **Date evaluated** | **Comments** | **Project health** | | |
| R | Y | G |
| Pre-fill: sub-Project KPIs will be listed here. | List evidence of progress against each KPI. | DD/MM/YY | Provide commentary on Progress against each KPI. |  |  |  |
| Evaluated at least every 6 months. | Select a colour. | | |
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| **Evaluation against outcomes** | | | | | | |
| **Project outcomes** | **Progress toward outcome** | **Date evaluated** | **Comments** | **Project health** | | |
| R | Y | G |
| Pre-fill: sub-Project outcomes will be listed here. | List evidence of progress against each outcome. | DD/MM/YY | Provide commentary on progress against each outcome. |  |  |  |
| Evaluated at project end. | Select a colour. | | |
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| **Utilisation of outputs**  As part of the quarterly reporting period, you are encouraged to provide details of how your Project outputs and deliverables have been utilised to date. | | | |
| **Project outputs and deliverables** | **How output has been utilised** | **Date evaluated** | **Comments** |
| List sub-Project output or deliverables. | Describe how the sub-Project output or deliverable has been used. | DD/MM/YY | Further details can be added here. |
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| **Attachments** |

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| --- | --- | --- |
| **List all attachments here** | | |
| Attachment | 1 | [insert topic] |
| Attachment | 2 |  |
| Attachment | 3 |  |
| Attachment | 4 |  |
| Attachment | 5 |  |
| Attachment | 6 |  |
| Attachment | 7 |  |
| Attachment | 8 |  |
| Attachment | 9 |  |
| Attachment | 10 |  |

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| **Sign off and confirmation** |

***I confirm that there has been no known Sub-Project Material Breach by any of the sub-Project partners and participants; the Project is in compliance with the sub-Project agreement; and the information contained in this report is true and accurate.***

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|  | **Report completed by** | [Name] |  | **Verified by** | [Name] |
|  | (Sub-Project Manager) | [Phone number] |  | (Activity Leader) | [Phone number] |
|  | [Email] | [Email] |
|  | **Date** | Date Sub-Project Manager approves the report DAY MONTH, YEAR |  | **Date** | Date Activity Leader approves the report DAY MONTH, YEAR |