Project Title

Day Month, Year

**ORGANISATION NAME**

**Sub-Project Quarterly Progress Status Report**

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] |

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| **Project information** |

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| Project number |  | Activity stream |  |
| Project name |  |
| Project manager |  |
| Lead organisation |  |
| Project duration |  | Project start date |  |
| Project report number |  | Project finish date |  |
| Project reporting period |  | Report completed by |  |
| Report completed by | Name |  | Email |  |
|  |
| **Project status summary** |
| **Evaluation and review** | **Delivery to Project plan** | **Outcomes and KPIs** | **Risk management review** |
| Date last assessed |  |  |  |
| Date next assessed |  |  |  |
|  |
| **Status summary** |
| Project health | Red |  | Yellow |  | Green |  |
| Issues |  |
| Comments |  |
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| **Accomplishments this reporting period** |
| Commentary: |  |
| **Activities planned for next reporting period** |
| Commentary: |  |
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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** |
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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** |
|  |  | % |  |  |  |
|  |  | % |  |  |  |
|  |  | % |  |  |  |
|  |  | % |  |  |  |
| 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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**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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| **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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| **Risk Management Plan** |
| **Review date** | **Current risks** | **New risks** | **Responsibility** | **Comments** |
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| 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** |
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| 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: |
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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: |
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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: |  |
| **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: |  |
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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 |
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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** |
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| **Evaluation against outcomes** |
| **Project outcomes** | **Progress toward outcome** | **Date evaluated** | **Comments** | **Project health** |
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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** |
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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** | [Day] [Month], [Year] |  | **Date** | [Day] [Month], [Year] |