

The Quality Report template

Plan of Action ID:

Plan of Action Title:

Period covered:

Names of the third-party beneficiaries involved

Small and medium-sized enterprise (SME)

contact information

Legal name of the company (SME)

.....

Address

.....

.....

Country

.....

Name (person in charge)

.....

E-Mail

.....

Phone

.....

Startup

contact information

Legal name of the company (Startup)

.....

Address

.....

.....

Country

.....

Name (person in charge)

.....

E-Mail

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Phone

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I. **PROJECT PROGRESS AND ACHIEVEMENTS**

Please provide an overview of the objectives of the action carried out for the reporting period covered, the challenge tackled, as included in Plan of Action (max 2000 characters, space included)

II. **Work progress and achievements during the period**

Please provide a concise overview of the progress of the work in line with the structure of Plan of action (max 2000 characters, space included).

III. **Project management**

Please use this section to summarise the management of the activities during the period covered by this report. This section should include the following:

- *Project management tasks and achievements, detailing the role, responsibilities and task allocated to each of the third-party beneficiaries (TANDEMees) (max 1500 characters, space included).*

- *Problems which have occurred and how they were solved (max 1500 characters, space included)*

- *Deviations from the work, described in Plan of action, if any;*

- *Deviations from the planned resources (personnel, etc.), if any;
(max 1500 characters, space included)*

IV. Expected results/impact of the project.

Please elaborate on the results achieved and detail the KPIs with respect to the ones indicated in the Plan of Action (max 1500 characters, space included).

<i>Concrete Result</i>	<i>Description</i>	<i>% of planned result</i>	<i>% of achieved result</i>	<i>Comments</i>

**extend if needed*

V. The use of funds

In this section you will be requested to provide the explanation of the fund used during the reporting period, using the scheme detailed in the Plan of action (max 2000 characters, space included).

VI. Continuity and dissemination of results.

This section should include the following (not exceeding 2 pages):

- *Measures and actions taken to ensure the full exploitation of the solution adopted;*
- *Multiplier effects of the actions carried out (including replication and extension of outcomes, dissemination of information and material, etc.);*

A large, empty rectangular box with a thin black border, intended for a signature or stamp.

Names of the third-party beneficiaries involved

Small and medium-sized enterprise (SME)

Sign from the Legal Representative

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Startup

Sign from the Legal Representative

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