

<b>OWNER:</b> <b>CUST-DEV2</b>	<b>ISSUE DATE:</b> <b>13/12/2010</b>	<b>VERSION:</b> <b>1.01</b>
<p><b>TAXATION AND CUSTOMS UNION DG</b></p> <p><b>SUBJECT:</b></p> <p><b>DLV-0.1-1_MONTHLY PROGRESS REPORT FOR SCXX</b></p>		
<p><b>CUST-DEV2</b></p> <p>[REMOVED]</p>		

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STRUCTURE OF THE MONTHLY PROGRESS REPORT	
DOCUMENT HISTORY	

## DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
0.02	13/08/2010	Submitted for Information	I	All
0.03	15/08/2010	Submitted for Review	R	All
0.11	25/10/2010	Internal Review After Implementation of Review Comment	R	All
0.12	25/10/2010	Submitted for Information		
0.13	04/11/2010	Internal Review	R/I	All
1.00	15/11/2010	Submitted for Acceptance		
1.01	13/12/2010	Re-Submitted for Acceptance	R	All

(\*) Action: I = Insert R = Replace

## STRUCTURE OF THIS DOCUMENT

The following pages describe the complete structure of an MPR template. They are to be considered as being part of the entire document used to create a MPR.

<b>OWNER:</b> <b>DG TAXUD</b>	<b>ISSUE DATE:</b> <b>DD/MM/YYYY</b>	<b>VERSION:</b> <b>X.XX</b>
<p><b>Taxation and Customs Union DG</b></p> <p><b>Informatics Services and Products</b> <b>(CUST-DEV2)</b></p> <p><b>SUBJECT:</b> <b>Monthly Progress Report &lt;&lt;Month Year&gt;&gt;</b></p> <p><b>CUD2-SC0X-MPR XX YYYY-MM</b></p>		
<p><b>Framework Contract TAXUD/2010/CC/100</b></p> <p><b>[REMOVED]</b></p>		

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## List of Annexes

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1	ANNEX 1 - “DELIVERABLE TRACKING MATRIX”	v00.01.00	13/08/2010
2	ANNEX 2 - “RISK REGISTRATION DATABASE”	v00.01.00	13/08/2010
5	ANNEX 3 - “PROJECT PLANNING”	v00.01.00	13/08/2010
6	ANNEX 4 - “CONSUMPTION (QUANTITIES USED, INCLUDING RFA/QTM ACTIONS)”	v00.01.00	13/08/2010

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STRUCTURE OF THE MONTHLY PROGRESS REPORT	
INTRODUCTION	

# 1 Introduction

## 1.1 Purpose of the Document

The Monthly Progress Report is a mandatory deliverable for each project performed under control of DG TAXUD. It provides management with sufficient information to follow the progress and status of the project.

## 1.2 Field of Application

<Specify here the relative Specific Contract.>

This document is applicable for the period to be covered by the Specific Contract XX in the Framework Contract **[REMOVED]** (refer to [AD1]).



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STRUCTURE OF THE MONTHLY PROGRESS REPORT	
DOCUMENTS	

## 2 Documents

### 2.1 Applicable Documents

Id	Reference	Title	Version
[AD1]	N/A	Framework Contract TAXUD/2010/CC/100	N/A
[AD2]	N/A	Specific Contract XX under the Framework Contract TAXUD/2010/CC/100	N/A
[AD3]	SCXX CQP	CUST/DEV SCXX Contract Quality Plan	XX.00.0 0

Table 2-1: Applicable Documents Table

### 2.2 Reference Documents

Id	Reference	Title	Version
[RD1]	TBD	TBD	TBD

Table 2-2: Reference Documents Table

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STRUCTURE OF THE MONTHLY PROGRESS REPORT	
HIGHLIGHTS	

### 3 Highlights

<We introduce in this section all the key facts that happened during the concerned month. We present first the Key Achievements, then the Key Issues/Incidents and last the Deviations from the initial Plan.>

#### 3.1 Key Achievements

<The Key Achievements represent all the objectives reached during the concerned month.>

#### 3.2 Key Issues/Incidents

<The major issues/incidents identified during the reporting period along with their status are summarised in the table below.>

Description	Status (solved, escalated, pending, etc)

Table 3-1: Key Issues/Incidents

#### 3.3 Deviations from the Plan

<Deviations from the plan collect all objectives not met for the concerned month, in a table showing their identification, and the gap with the expected result.>

WP/ RfA/ QTM	Id	Contractual Date	Actual Date	Deviation (in wdays)	SQI

Table 3-2: Deviations from the plan

#### 3.4 Deliverables to be accepted with this MPR

<Specify below the deliverables, if any, to be accepted with this MPR. Remember that all RFA-QTM are accepted with individual acceptance letters. Also state that the different deliverables can be found in the Annex 1 - DTM>

Reference	Name	Delivery Date

Table 3-3: Deliverables to be accepted with this MPR

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PROGRESS DURING THE MONTH	

## 4 Progress during the Month

<In this chapter we give the detailed achievement during the concerned month. We present this progress through the Work Package view. We thus analyse chronologically:

- WP.0 – Project Management;
- WP.0.3 – Produce and Maintain the CQP;
- WP.0.4 – Produce Proposals for SC and RfA;
- WP.8.3.5 – Technical meetings with the Commission or other contractors involved in the project or related projects – attendance;
- WP.8.3.2 – Training/Workshop/Demonstration.

### 4.1 WP.0 Project Management

<This section only presents the different achievements comprised in the WP.0.>

#### 4.1.1 Achievements

<Any activities and their relative achievements performed in the context of this WP.0 are reported in the table below.>

WP	Activity	Result/Achievement

Table 4-1: Project Management Achievements

### 4.2 WP.0.3 Produce and Maintain CQP

<Here is stated the production and submission date concerning the CQP and in the table below the date, topic and attendees names of the different CQP Process Meetings>

Date	Topic	DG TAXUD / QA presence

Table 4-2: CQP Process Meetings

### 4.3 WP.0.4 – Produce Proposal for SC and RfA

<Here are listed the activities related to the proposal for Specific Contracts and RfAs.>

#### 4.3.1 Request for Estimates (RfE)

< In the table below are presented the RfEs issued by DG TAXUD>.

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PROGRESS DURING THE MONTH	

<b>RfE Reference</b>	<b>Title</b>	<b>RfE Date</b>	<b>ARES n°</b>

Table 4-3: Request Estimate

### 4.3.2 Offers

<Here are listed the offers submitted to DG TAXUD>

<b>RFE Reference</b>	<b>Title</b>	<b>Offer Date</b>

Table 4-4: Offers

### 4.3.3 Request for Actions (RfA)

<Here are listed the Request for Actions submitted by DG TAXUD>

<b>RFA Reference</b>	<b>Title</b>	<b>RFE Date</b>	<b>ARES n°</b>

Table 4-5: Request for Actions

### 4.3.4 Request for Offers (RfO)

<Here are listed the Request for Offers submitted by DG TAXUD>

<b>RfO Reference</b>	<b>Title</b>	<b>Offer Date</b>

Table 4-6: Request for Offers

### 4.3.5 WP6 Specifications

<Here are listed the QTM activities related to the Specific Contracts.>

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PROGRESS DURING THE MONTH	

#### 4.4 WP.8.3.5 – Technical meetings with the Commission or other contractors involved in the project or relatd projects – attendance

<In this section we first describe in the table below the technical meetings related to the Specific Contracts and in the other table the consumed units per activities.>

Meeting date	Meeting authorised date	RFA reference	Subject	Location	Deliverables <sup>1</sup> /Date

Table 4-7: Technical Meetings with the Commission or other contractors

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<sup>1</sup> Minutes of Meeting

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PROGRESS DURING THE MONTH	

<b>RFA Reference</b>	<b>Released units WP.8.3.5</b>	<b>Consumed Units WP.8.3.5</b>
<b>Totals</b>	<b>0</b>	<b>0</b>

Table 4-8: Consumed units per activities for WP.8.3.5

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PROGRESS DURING THE MONTH	

#### 4.5 WP.8.3.2 – Training/Workshop/Demonstration

<In this section we first describe in the table below all the training activities that took place during this month and in the other table the consumed units per activities.>

					Type of Training Activity				
Training Activity Date	Training Authorisation Date	RFA Reference	Subject/Session	Location	Performance	Attendance	Hosting	Reporting	Deliverable/Date <sup>2</sup>

Table 4-9: Training activities

Summary of the consumed units for the reporting period				
RFA Reference	Performance WP.8.3.2.1	Attendance WP.8.3.2.2	Hosting WP.8.3.2.3	Reporting WP.8.3.2.4
Totals	0	0	0	0

Table 4-10: Consumed units per activities for WP.8.3.2

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<sup>2</sup> If DLV to be provided for SfR/SfA next reporting period please mention

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STRUCTURE OF THE MONTHLY PROGRESS REPORT	
TASKS PLANNED FOR NEXT MONTH	

## 5 Tasks planned for next month

<In this chapter we highlight specific elements related to the planning. First we present in section 5.1 the overall table of Work Packages, then in section 5.2 we list the tasks related to the Contract Quality Plan and finally we describe in section 5.3 the actions to take concerning the Quoted Time and Means.>

### 5.1 Overall Table of Work Packages

<In this section we present in the table below the overall of the Work Packages.>

Work Package	Title
WP.X	<Work Package Title – Repeat for each WP relevant for this SC>
WP.X.X	See section <Insert reference to relevant chapter in section 5>
	<ul style="list-style-type: none"> <li>• &lt;list activities&gt;</li> </ul>

Table 5-1: Work Packages

### 5.2 WP.0.3 Contract Quality Plan

<In this section we list and describe the To Do actions to carry out concerning the Contract Quality Plan.>

### 5.3 Quoted Times and Means Actions

<In this section we list and describe the QTM activities to accomplish.>



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WORK PACKAGE QUANTITIES USED DURING THIS PERIOD	

## 6 Work Package quantities used during this period

<This chapter makes reference to the Annex 3 which states the Work Package quantities used.>

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EVOLUTION OF THE GQI	

## 7 Evolution of the GQI

<In this chapter we analyse the Global Quality Indicators by presenting in the first section the SQIs and the fixed price GQI evolution and in the second section the correspondence between the QTM's and their relative GQIs.>

### 7.1 Fixed Price GQI

<In this section we list the SQIs related to the fix priced activity under the relative Specific Contract and, in the table below, the monthly Fixed Priced GQI evolution.>

Period #	Month	GQI	Period #	Month	GQI
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

Table 7-1: Fixed Price GQI

### 7.2 QTM GQI

<In the table below we summarise the different GQIs related to the QTM. State also that the details of the SQIs are specified in Annex 4 – ‘Table of SQI values’.>

QTM	GQI

Table 7-2: QTM/GQI

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RISKS	

# 8 Risks

<This chapter makes reference to the Annex 5 – “Risk Registration Database”.>

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ANNEXES	

## 9 Annexes

### 9.1 Annex 1: Delivery Tracking Matrix

See Annex 1 - “Deliverable Tracking Matrix”.

Template can be found in Annex 10 of the FQP

### 9.2 Annex 2: Planning

See Annex 2 - “Project Planning”.

Microsoft project is used for this annex.

### 9.3 Annex 3: Consumption for Specific Contract SC03

See Annex 3 - “Consumption (quantities used, including RFA/QTM Actions)”.

Hereunder the template for the Quantities:

Quantities Consumed					Quoted pricing rule		Total Budgetary Provision for Services and Deliverables FP	Total Budgetary Provision for Services and Deliverables OD	Total Budgetary Provision for Services and Deliverables QTM	Previous Period Totals	Remaining									
Work Package	Deliverable Title	Deliverable or service	Budget Type Code	Request Mechanism	Unit of Quotation	Quantity unit	Estimated quantity	Estimated quantity	Estimated quantity			Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11

### 9.4 Annex 4: SQI and GQI

See Annex 4 - “Table of SQI Values”.

Herunder the template for the FP GQI calculation:

WP ID	Deliverable ID (DTM-ID)	Reference	Related SQI	SfA Contractual Date = Target	SfA Actual Date = Measure	SQI meas	SQI	F(SQI)	Comments
			SQI01			-	-	-	
WP.0.3	DLV-0.3-1	Contract Quality Plan SFA	SQI11	29/09/2010	14/10/2010	11.0	-1.10	-1.10	
SQI Number		SQI Name	Target	Definition	Limit	SQI Weight	Averaged F(SQI)	GQI	

### 9.5 Annex 5: Risk Registration Database

See Annex 5 - “Risk Registration Database”.

Hereunder the template as used for the Risk registration database as annex of the MPR :

SC #	Risk ID	Originator	Date Issued	Urgency	Likelihood	Weight	Status	Risk description	Mitigation Plan/Action	Comments

The column Weight stands for the impact.