

OWNER: CUST-DEV2	ISSUE DATE: 13/12/2010	VERSION: 1.01
<p>TAXATION AND CUSTOMS UNION DG</p> <p>SUBJECT:</p> <p>DLV-0.1-1_CUST-DEV2 SC03 MPR01 2010-09</p>		
<p>CUST-DEV2 [REMOVED]</p>		

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	REF : [REMOVED]
DLV-0.1-1 - ANNEX 20	
DOCUMENT HISTORY	

DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
0.01	13/08/2010	Creation	I	All
0.02	22/10/2010	Internal Review	R	All
0.03	25/10/2010	Submitted for Information		
0.04	10/10/2010	Internal Review	I/R	All
1.00	15/11/2010	Submitted for Acceptance		
1.01	13/12/2010	Re-Submitted for Acceptance		

(*) Action: I = Insert R = Replace

TABLE OF CONTENTS

DOCUMENT HISTORY	2
TABLE OF CONTENTS	3
LIST OF TABLES	5
LIST OF ANNEXES	6
1 INTRODUCTION	8
1.1 Purpose of the Document	8
1.2 Field of Application	8
2 DOCUMENTS	9
2.1 Applicable Documents	9
2.2 Reference Documents	9
3 HIGHLIGHTS	10
3.1 Key Achievements	10
3.2 Key Issues/Incidents	10
3.3 Deviations from the Plan	10
3.4 Deliverables to be accepted with this MPR	10
4 PROGRESS DURING THE MONTH	11
4.1 WP.0 Project Management	11
4.1.1 Achievements	11
4.2 WP.0.3 Produce and Maintain CQP	11
4.3 WP.0.4 – Produce Proposals for SC and RFA	11
4.3.1 Request for Estimates (RfE)	11
4.3.2 Offers	11
4.3.3 Request for Actions (RfA)	12
4.3.4 Request for Offers (RfOs)	12
4.3.5 WP6 Specifications	12
4.4 WP.8.3.5 – Technical meetings with the Commission or other contractors involved in the project or related projects – attendance	13
4.5 WP.8.3.2 Training/Workshop/Demonstration	15
5 TASKS PLANNED FOR NEXT MONTH	16
5.1 Overall Table of Work Packages	16
5.2 WP.0.3 Contract Quality Plan	16
5.3 Quoted Times and Means Actions	16
6 WORK PACKAGE QUANTITIES USED DURING THIS PERIOD	17
7 EVOLUTION OF THE GQI	18
7.1 Fixed Price GQI	18
7.2 QTM GQI	18
8 RISKS	19
9 ANNEXES	20

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	REF : [REMOVED]
DLV-0.1-1 - ANNEX 20	
TABLE OF CONTENTS	

9.1	Annex 1: Delivery Tracking Matrix	20
9.2	Annex 2: Planning.....	20
9.3	Annex 3: Consumption for Specific Contract SC03.....	20
9.4	Annex 4: SQI and GQI	20

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	REF : [REMOVED]
DLV-0.1-1 - ANNEX 20	
LIST OF TABLES	

LIST OF TABLES

Table 2-1: Applicable Documents Table	9
Table 2-2: Reference Documents Table	9
Table 3-1: Key Issues/Incidents	10
Table 3-2: Deviations from the Plan	10
Table 3-3: Deliverables to be accepted with this MPR.....	10
Table 4-1: Project Management Achievements	11
Table 4-2 - CQP Process Meetings	11
Table 4-3: Request for Estimate	11
Table 4-4: Offers	12
Table 4-5: Request for Actions	12
Table 4-6: Request for Offer.....	12
Table 4-7: Technical Meetings with the commission or other contractors.....	13
Table 5-1: Work Packages	16

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	REF : [REMOVED]
DLV-0.1-1 - ANNEX 20	
LIST OF ANNEXES	

LIST OF ANNEXES

Id	Title	Version	Date
1	ANNEX 1 - “DELIVERABLE TRACKING MATRIX”	1.00	04-OCT-2010
2	ANNEX 2 - “PROJECT PLANNING”	0.10	01-OCT-2010
3	ANNEX 3 - “CONSUMPTION (QUANTITIES USED, INCLUDING RFA/QTM ACTIONS)”	1.00	04-OCT-2010
4	ANNEX 4 - “TABLE OF SQI VALUES”	0.10	01-OCT-2010

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

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	[REMOVED]
DLV-0.1-1 - ANNEX 20	
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

This document is applicable for the period to be covered by the Specific Contract XX in the Framework Contract **[REMOVED]** (refer to **Error! Reference source not found.**).

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	[REMOVED]
DLV-0.1-1 - ANNEX 20	
DOCUMENTS	

2 Documents

2.1 *Applicable Documents*

Id	Reference	Title	Version
[AD1]	TAXUD/2010/CC/100	Framework Contract TAXUD/2010/CC/100 for Informatics Services and Products for specification, development, maintenance and support of customs systems – (CUST-DEV2)	Dated 18/02/2010
[AD2]	TAXUD/2010/DE/132	Specific Contract 03 under the Framework Contract TAXUD/2010/CC/100	Dated 27/08/2010

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-1:** APPLICABLE DOCUMENTS
TABLE

2.2 *Reference Documents*

Id	Reference	Title	Version

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-2:** REFERENCE DOCUMENTS
TABLE

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	[REMOVED]
DLV-0.1-1 - ANNEX 20	
HIGHLIGHTS	

3 Highlights

3.1 Key Achievements

The key achievements for this month include:

-

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 ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-3: KEY ISSUES/INCIDENTS

3.3 Deviations from the Plan

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

TABLE ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-4: DEVIATIONS FROM THE PLAN

3.4 Deliverables to be accepted with this MPR

Please refer to Annex 1 for the complete list of deliverables. The deliverables that are to be accepted with this MPR are listed in the table below.

Reference	Name	Delivery Date

TABLE ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-5: DELIVERABLES TO BE ACCEPTED WITH THIS MPR

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	[REMOVED]
DLV-0.1-1 - ANNEX 20	
PROGRESS DURING THE MONTH	

4 Progress during the Month

4.1 *WP.0 Project Management*

4.1.1 Achievements

The achievements and activities performed in the context of this WP.0 as per the Technical Annex during the reporting period are summarised below:

WP	Activity	Result/Achievement
WP.0.X.X		

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.**-6: PROJECT MANAGEMENT ACHIEVEMENTS

4.2 *WP.0.3 Produce and Maintain CQP*

Date	Topic	DG TAXUD / QA presence

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.**-7 - CQP PROCESS MEETINGS

4.3 *WP.0.4 – Produce Proposals for SC and RFA*

4.3.1 Request for Estimates (RfE)

For the reporting period, the following Requests for Estimates (RfEs) have been issued by DG TAXUD:

RfE reference	Title	RfE Date	ARES n°

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.**-8: REQUEST FOR ESTIMATE

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	[REMOVED]
DLV-0.1-1 - ANNEX 20	
PROGRESS DURING THE MONTH	

4.3.2 Offers

For the reporting period, the following Offers have been submitted to DG TAXUD:

RFE reference	Title	Offer Date

TABLE ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-9: OFFERS

4.3.3 Request for Actions (RfA)

For the reporting period, the following Requests for Actions (RFEs) have been submitted by DG TAXUD:

RFA reference	Title	RFE Date	ARES n°

TABLE ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-10: REQUEST FOR ACTIONS

4.3.4 Request for Offers (RfOs)

For the reporting period, the following Requests for Offers (RFEs) have been issued by DG TAXUD:

RfO reference	Title	Offer Date

TABLE ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.-11: REQUEST FOR OFFER

4.3.5 WP6 Specifications

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	DLV-0.1-1 - ANNEX 20
DLV-0.1-1 - ANNEX 20	
PROGRESS DURING THE MONTH	

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

During the reporting period the following technical meetings took place under SCXX:

Meeting date	Meeting authorised date	RFA reference	Subject	Location	Deliverables ¹ /Date

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.**-12: TECHNICAL MEETINGS WITH THE COMMISSION OR OTHER CONTRACTORS

¹ Minutes of Meeting

[REMOVED]

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	DLV-0.1-1 - ANNEX 20
DLV-0.1-1 - ANNEX 20	
PROGRESS DURING THE MONTH	

From the table above, the consumed units per activity are summarised in the table below:

RFA Reference	Released units WP.8.3.5	Consumed Units WP.8.3.5
Totals	0	0

[REMOVED]

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 03	DLV-0.1-1 - ANNEX 20
DLV-0.1-1 - ANNEX 20	
PROGRESS DURING THE MONTH	

4.5 WP.8.3.2 Training/Workshop/Demonstration

During the reporting period the following training activities took place:

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

From the table above, the consumed units per activity are summarised in the table below:

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

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

[REMOVED]

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 01	[REMOVED]
DLV-0.1-1 - ANNEX 20	
TASKS PLANNED FOR NEXT MONTH	

5 Tasks planned for next month

The purpose of this section is to highlight specific elements of the planning (see Annex 2).

5.1 Overall Table of Work Packages

Work Package	Title
WP.X	
WP.X.X	
	•

TABLE **ERROR! NO TEXT OF SPECIFIED STYLE IN DOCUMENT.**-13: WORK PACKAGES

5.2 WP.0.3 Contract Quality Plan

-

5.3 Quoted Times and Means Actions

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 01	[REMOVED]
DLV-0.1-1 - ANNEX 20	
WORK PACKAGE QUANTITIES USED DURING THIS PERIOD	

6 Work Package quantities used during this period

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

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 01	[REMOVED]
DLV-0.1-1 - ANNEX 20	
EVOLUTION OF THE GQI	

7 Evolution of the GQI

7.1 Fixed Price GQI

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

7.2 QTM GQI

The table below summarises the GQI of the QTM:

QTM	GQI

The details on the specific quality indicators will be specified in Annex 4 – “Table of SQI values”

CUST-DEV2 – FC TAXUD/2010/CC/100 – SC 01	DLV-0.1-1 - ANNEX 20
DLV-0.1-1 - ANNEX 20	
ANNEXES	

9 Annexes

9.1 *Annex 1: Delivery Tracking Matrix*

See Annex 1 - “Deliverable Tracking Matrix”.

9.2 *Annex 2: Planning*

See Annex 2 - “Project Planning”.

9.3 *Annex 3: Consumption for Specific Contract SC03*

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

9.4 *Annex 4: SQI and GQI*

See Annex 4 - “Table of SQI Values”.