**Appendix II: Deliverable Report for the Purpose of Internal Evaluation – Template**

*(please, send this report to WP 6 chair and QAG member responsible for internal evaluation of this deliverable – see Table 5: “Responsible for internal evaluation of deliverables” of Project Quality Action Plan*)

|  |  |
| --- | --- |
| Title and reference number of deliverable |  |
| Reporting period | Start date: End date: |
| Expected date to achieve the deliverable\* |  |
| Date of report |  |

\* According to the Adjusted Project Work Plan

List of activities carried out to achieve this deliverable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity No. | Activity Title | Start date | End date | Place |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Description of methodologies/activities, indicators of quality and implementing status

|  |  |
| --- | --- |
| Description of the methodology/activity carried out to achieve this deliverable |  |
| Indicators of progress, achievement and quality |  |
| Description of the deliverable implementing status  (completely done, partially done - ?%)\*\* |  |

\*\*Activities to be carried out before the end of the project to achieve the complete implementation of the deliverable

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity No | Activity  Title | Start date | End date | Place | Description of the activity to be carried out | Specific and measurable indicators of progress |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Changes that have occurred in this deliverable since the original proposal:

|  |
| --- |
|  |

List of annexes\*\*\*

|  |
| --- |
|  |

\*\*\* It is recommendable to attach to this report any kind of document that is indicative for measuring progress, achievement and quality of this deliverable: periodical report, questionnaire/survey, meeting minutes report, individual travel report, syllabus, lists of equipment, proof of purchase, etc.

WP Chair

|  |  |
| --- | --- |
| name, surname and affiliation: | signature: |