**Interim Technical Report Cover Page**

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| **BIRD Ref. No.:**  \_\_\_\_\_\_\_\_**To**:  **Israel-U.S. Binational Industrial Research and Development Foundation** **Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Submitted by:**Israeli Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_U.S. Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Type of Report: Interim -** Segment # : \_\_\_\_\_**Project Effective Date** (Start Date DD/MM/YY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Project Completion Date** (End Date DD/MM/YY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Dates of Reporting Segment Covered** (DD/MM): from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ **Signatures:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Project Manager**:  | **Israeli Company** | **U.S. Company** |
| **Printed Name:** |  |  |
| **Title:** |  |  |
| **E-mail:** |  |  |
| **Telephone no.:** |  |  |

 **Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Authorized Company Official:** | **Israeli Company** | **U.S. Company** |
| **Printed Name:** |  |  |
| **Title:** |  |  |
| **E-mail:** |  |  |
| **Telephone no.:** |  |  |

**Date Submitted (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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# 2. Objectives and Work Performed During the Segment

Review the project's overall objectives, and the work performed to achieve these goals, as defined in the project proposal or approved changes to the development program plan. Please detail if there were any changes made to the project plan or the project objectives (the reasons for these changes and their ramifications).

# 3. Summary of Accomplishments

Provide an informative summary of the **activities**, **methods, results,** and **accomplishments** of the development work conducted in the period covered and compare the actual accomplishments with the objectives stated in Section 2 above. The summary should be self-sufficient and understandable to someone who reads nothing else in the report. **Add diagrams, charts, images, and any other illustrations that will exemplify your results and accomplishments.**

# 4. Results - Summary of Milestones and Deliverables

Describe, with reference to the Program Plan (see also Annex D of the CPFA) and the Planned Milestones & Deliverables (see also Annex E of the CPFA) submitted in the project proposal, the results obtained during the reporting segment on an activity-by-activity (task-by-task) basis. Identify and describe results that represent significant variations from the Program Plan. Discuss any activities/tasks that may have been eliminated or added to the Program Plan during the reporting period and explain such changes. Indicate how such modifications will affect the nature of the product being developed in terms of features, specifications, performance, marketability, time-to-market, etc.

List the milestones attained and the deliverables available in this reporting segment resulting from progress in the project during previous segments and during this segment. In addition, list the milestones and deliverables that represent significant deviation (lag) in their scope and due dates from the most recently updated plan, and explain the reasons for the deviations.

*NOTE: Copy to your report and use the table below to report the above-mentioned status of the milestones and deliverables. (Add or delete table rows as needed)***Summary of Tasks attained in this Segment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task No.** | **Task Name** | **Responsibility & proposed timeline** | **Status & Progress** | **% Completion** |
| 1 |  |  |  |  |
| 2 | .......... | ......... | .......... | ......... |
| 3 | .......... | ......... | .......... | ......... |
| 4 | .......... | ......... | .......... | ......... |
| 5 | .......... | ......... | .......... | ......... |

**Summary of Milestones and Deliverables attained in Segment**

|  |  |  |
| --- | --- | --- |
| **#** | **Milestones Attained in Previous Segments**(Definition / Description) | **Attained Milestone Date** (MM/YY) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **#** | **Deliverables Available in Previous Segments**(Definition / Description) | **Available Deliverable Date** (MM/YY) |
| 1 |  |  |
| 2 |  |  |
| **#** | **Milestones Attained in This Segment**(Definition / Description) | **Attained Milestone Date** (MM/YY) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **#** | **Deliverables Available in This Segment**(Definition / Description) | **Available Deliverable Date** (MM/YY) |
| 1 |  |  |
| 2 |  |  |
| **#** | **Milestones Planned for but Not Yet Attained in This Segment**(Definition / Description **and reasons for the lag** ) | **Most Recently Planned Milestone Date** (MM/YY) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **#** | **Deliverables Planned for but Not Yet Available in This Segment**(Definition / Description **and reasons for the lag**) | **Most Recently Planned Deliverable Date** (MM/YY) |
| 1 |  |  |
| 2 |  |  |

# 5. Plans for the Next Project Segment

Show on a task-by-task basis the plan for the next project segment. Describe and justify any rescheduling or additions to activities on the Program Plan for the next project segment and indicate which, if any, of the originally planned activities or tasks are being terminated or redirected. Discuss the impact that rescheduled activities are likely to have on the original Program Plan during the next project segment and if additional time will be needed to complete the project.

*NOTE: If additional time is needed, a separate written request should be jointly submitted by the companies, stating the justification for the request and the number of months requested. Reference could be made to the project status and plans described in detail in this technical report.* *The request should be signed by both parties and include an updated Gantt chart.*

List the milestones to be attained and the deliverables planned for the next project segment, together with their most recently planned and updated due dates.

*NOTE: Use the table below to report the planned milestones and deliverables for the next project segment. (Add or delete table rows as needed)*

**Tasks Planned for the next Segment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Task Name** | **Responsibility & proposed timeline** | **Explanation** |
| 1 |  |  |  |
| 2 | .......... | ......... | ................... |
| 3 | .......... | ......... | ................... |
| 4 | .......... | ......... | ................... |
| 5 | .......... | ......... | ................... |

**Plans for the next Project Segment**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Milestones Planned for the Next Segment****(Definition / Description)** | **Most Recently Planned Milestone Date (MM/YY)**  | **Newly Updated Milestone Date (MM/YY)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **#** | **Deliverables Planned for the Next Segment (Definition / Description)**  | **Most Recently Planned Deliverable Date (MM/YY)**  | **Newly Updated Deliverable Date (MM/YY)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |

# 6. Graphical Comparison of Actual/Planned Activities Versus Program Plan

**You can use EXCEL/MS PROJECT or any other tools for the Gantt chart display**
Using the Program Plan (Annex D of the CPFA) and the tasks described there, show graphically (Gantt chart) the actual timing and status of project activities (tasks) carried out thus far and explain deviations from the Program Plan. Likewise, use the Gantt chart of the Program Plan to show the revised planned activities (tasks) graphically for the remainder of the project and explain deviations from the Program Plan. (Explain all symbols used in the plan.) For each task, whether it has been completed, is still being carried out, or is planned later on in the project, indicate graphically in a single chart (1) its original program plan timing, (2) its actual occurrence and % completion at the end of the reporting segment, and (3) its planned (and maybe re-scheduled) occurrence in the remainder of the project.

# 7. Cooperation Between the Companies

Discuss the activities conducted during the reporting segment that have enabled the companies to keep abreast of each other’s progress. Has the division of tasks or responsibilities between the two companies been integrated to mutual benefit? Any problems that have developed in this regard should be noted, along with details of corrective measures taken or planned.

# 8. Risk Analysis

**8.1 Risk Analysis:** Please insert in the table the original risk analysis data that was presented in the proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk #** | **Name/Description** | **Ranking** | **Impact** |
| **Duration1** | **Budget2** | **Commercialization Potential3** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Risk #** | **Description** | **Type\*** |
|
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

Original table of main risks: **1.** Duration of the project extended by the given amount; **2.** Cost of project increases by the given percentage; **3.** Forecasted sales in the next 3 or 5 years reduced by the given percentage

**\*Type:** Technical **(T)**, Project Management/Resources **(M)**, External to the Project **(E)**

**8.2 Updated Risk Status:** Please insert here updated Risk Analysis data depicting the current project situation (using the instructions and tables below). Add explanations to the differences between the original and the current situations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk #** | **Name/Description** | **Ranking** | **Impact** | **Current Status** |
| **Duration1** | **Budget2** | **Commercialization Potential3** |
| 1 |   |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

**Updated table of risks: 1.** Duration of project extended by the given amount; **2.** Cost of project increases by the given percentage; **3.** Forecasted sales in the next 3 or 5 years reduced by the given percentage

**Key**

|  |  |
| --- | --- |
| **Ranking** | **Probability of Risk Occurring** |
| High | Above 50% |
| Medium | 30 – 49% |
| Low | 10 – 29% |
| Very Low | 1 – 10% |

|  |  |
| --- | --- |
| **Impact** | **Duration1** |
| High | Above 6 months |
| Medium | 3 to 6 months |
| Low | Below 3 months |

|  |  |
| --- | --- |
| **Impact** | **Commercialization Potential3** |
| High | Above 50% |
| Medium | 30% to 50%  |
| Low | 1% to 29% |

|  |  |
| --- | --- |
| **Impact** | **Budget2** |
| High | Above 20% increase |
| Medium | 10% to 20% increase |
| Low | Below 10% increase |

 **Explain the differences between the original (as identified in the proposal) and the current risk analysis**

**Explain the reasons for the differences and their potential impact.**

# 9. Market and Commercialization Plans

Identify any important changes in the market or your plans for commercialization developed during the segment covered by the report. Explain such developments and their impact on the overall development program plan and budget and the overall commercialization plans and schedule.

# 10. Published Material

Attach a copy of any reprint (not submitted in a previous report) that is based, in whole or in part, on the work conducted in the BIRD project. Include a report on any inventions or patents filed. Technical and user manuals do not have to be submitted.

# Appendices (Use as needed)

**Appendix A** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_