Number and title of the project

**Interim report number \_\_\_\_**

**Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company / Institution** (logo): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address, Mail, Homepage: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place and Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Content**

[1. Overview of previous work 2](#_Toc20839553)

[2. Deviations 4](#_Toc20839554)

[3. Conclusions and continuation 6](#_Toc20839555)

[Appendix 7](#_Toc20839556)

Only the authors of this report are responsible of its content.

# Overview of previous work

*Original goals, overview of work done during the project => max. 2 pages of text.*

*Overview of accrued costs and achieved results during project phase; why they are relevant.*

*Explain results briefly => max. 2 pages of text.*

*Possible calculations, tables, etc. as attachments*

# Deviations

*Possible current and / or future deviations (financial plan, project goals, ...).*

*=> Max. 1 page text + completion of the table "Deviation monitoring" (1 page).*

**Deviation monitoring:**

|  |  |  |
| --- | --- | --- |
|  | **Current Deviation** | **Possible future deviation** |
| **Financial Plan** | *Deviation yes/no**If yes, explanation:* | *Deviation yes/no* *If yes, explanation (i) the likelihood of occurrence, (ii) the importance of the project, (iii) the corrective action.* |
| **Originally set goals** | *Deviation yes/no**If yes, explanation:* | *Deviation yes/no* *If yes, explanation (i) the likelihood of occurrence, (ii) the importance of the project, (iii) the corrective action.* |

# Conclusions and continuation

*Conclusions of the project phase and next steps. => max. 1 page.*

# Appendix

\*\*\*