# status report: project Title

**Remove all green text prior to submitting your final report. Mail the final report to the responsible Partner from HSB Living Lab who will forward it to the Decision group for approval.**

**Replace all pink text with your own description according to the instructions.**

##### Project data

Date of the planned start: XX-XX-20XX, also note any departure from the planned start

Date of the planned completion of the project: XX-XX-20XX, also note any departure from the planned completion

Partners from HS Web Lab[[1]](#footnote-1) participating in the project: Organisation

Project owner: organisation, names, contact details

Project manager: organisation, names, contact details

##### Implementation

Describe activities implemented during the period. Is there any departure from the project plan, state and explain.

Describe which information is the current focus and planned activities for the coming period.

Did cooperation occur according to plan, was there any departure, state and explain.

How did implementation in HSB Living Lab work as the arena?

##### Delivery

Describe the quality of delivery in the project based on the original plan, but also if additional factors emerged that changes the quality in some way.

##### Resources

The resource status, deficiencies and how this is managed.

##### Time

Describe any deviation in relation to the time schedule.

Describe significant milestones and dates as well as any deviation or future deviation.

##### Economy

Describe any deviation from budget in the application.

Report what awarded funds from the research fund have been used for so far.

Report any cause of change and reallocation within the project.

##### Risks

Describe resulting or potential risks and the management of these within the project.

##### Appendix

Please attach material to the status report you have produced within the project so far, for example, pictures & tables, marketing products, etc.

##### *Thank you for your status report!*

1. Refers to any of HSB Living Lab’s 12 long-term partners; HSB, Chalmers, Johanneberg Science park, Göteborg Energi, White, Tieto, Electrolux, PEAB, Vedum, Bengt Dahlgren, Elfa, Akademiska Hus. [↑](#footnote-ref-1)