2.2 Periodic management report

The Periodic management report is submitted after each reporting period at the same time as the Periodic activity report.

The Periodic management report includes the following sections:

Front page (example in Appendix 3)

Section 1 - Justification of major cost items and resources
Provide a justification of the major costs incurred and resources deployed by each contractor, linking them to activities implemented by each contractor and explaining their necessity.

This should include the following:
• A brief description of the work performed by each contractor during the period. This should be addressed at the workpackage level, and the work specification should be detailed enough to justify the resources employed - "Contributing to workpackage X" or "Contributing YY% to workpackage X" is too unspecific. Rather e.g. "Developed the ... module for…in workpackage X".
• Explanatory note on any major cost items such as important equipment purchases, major travel costs, large consumable items etc., justifying their necessity to the project.
• A tabular overview of budgeted costs and actual costs, by contractor and by major cost item including personnel *(*see Appendix 2, Table 3).
For AC contractors, a tabular overview of all resources employed on the project and a global estimate of all costs.
• A tabular overview of budgeted person-months and actual person-months, by contractor and by workpackage (see Appendix 2, Table 4). The budgeted person-months should normally be taken from Annex I to the contract.
For AC contractors, in addition estimate the number of person-months of permanent staff working on the project§§.
• A summary explanation of the impact of major deviations from cost budget and from person-month budget, with reference to Section 2 "Workpackage progress" of the accompanying Periodic activity report where the reasons for deviation from plan have been explained.

Table 3: Budget vs. Actual Costs

Cost Budget Follow-up Table								*) total budget figures - not EC funding		
Contract N°:		**Acronym:**						**Date:**		
PARTI-CIPANTS	**TYPE of EXPENDITURE (as defined by participants)**	**BUDGET**	**ACTUAL COSTS (EUR)**						**Pct. spent**	**Remaining Budget (EUR)**
			Period 1	**Period 2**	**Period 3**	**Period 4**	**Total**		**Total**	
		e	a1	b1	c1	d1	e1		a1+b1+c1+d1/e	e-e1
Part. 1.........	**Total Person-month**						0		0%	0
	Personnel costs						0		0%	0
	Major cost item 'x'						0		0%	0
	Major cost item 'y'						0		0%	0
	Other costs ('the rest')						0		0%	0
	Total Costs	0	0	0	0	0	0		0%	0
Part. 2.........	**Total Person-month**						0		0%	0
	Personnel costs						0		0%	0
	Major cost item 'x'						0		0%	0
	Major cost item 'y'						0		0%	0
	Other costs ('the rest')						0		0%	0
	Total Costs	0	0	0	0	0	0		0%	0
Part. 3.........	**Total Person-month**						0		0%	0
	Personnel costs						0		0%	0
	Major cost item 'x'						0		0%	0
	Major cost item 'y'						0		0%	0
	Other costs ('the rest')						0		0%	0
	Total Costs	0	0	0	0	0	0		0%	0
Part. x.........	**Total Person-month**						0		0%	0
	Personnel costs						0		0%	0
	Major cost item 'x'						0		0%	0
	Major cost item 'y'						0		0%	0
	Other costs ('the rest')						0		0%	0
	Total Costs	0	0	0	0	0	0		0%	0
TOTAL	**Total Person-month**						0		0%	0
	Personnel costs						0		0%	0
	Major cost item 'x'						0		0%	0
	Major cost item 'y'						0		0%	0
	Other costs ('the rest')						0		0%	0
	Total Costs	0	0	0	0	0	0		0%	0

Table 4: Person-Months Status Table[5]

Person-Month Status Table

CONTRACT N°:			TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc...											AC TOTALS	AC partic. x	AC partic. y	
ACRONYM:		Partner - Person-month per Workpackage																	AC - own staff			
PERIOD:																						
Workpackage 1: Title	Actual WP total:	0		Update with end of period WP totals																		
	Planned WP total:	0																	0			
Workpackage 2: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 3: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 4: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 5: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 6: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 7: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 8: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
Workpackage 9: Title	Actual WP total:	0																	0			
	Planned WP total:	0																	0			
	Actual total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Project Person-month	Planned total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[5] For AC contractors, a tabular overview of all resources employed on the project and a global estimate of all costs