



QUALITY CONTROL MANUAL – ANNEX III

Acronym: WBC-VMnet

Name of project: WBC Virtual Manufacturing Network – Fostering an Integration of the Knowledge Triangle,

Number of project: 144684-TEMPUS-2008-RS-JPHES

Date: 31st July 2009,

Location: University of Kragujevac

ANNEX 3: Monitoring Report

Number of project		144684-TEMPUS-2008-RS-JPHES	
Visit completed by		Signature	
1. Project partner information			
1.1. Name			
2. Visit information			
2.1. Location of visit (country, street, number)			
2.2. Date of visit			
2.3. Contact person	Name	Position	
3. Summary of progress to date			
3.1. Summarize progress of activities against the implementation schedule			
3.2. Summarize progress against specific objective indicators from the logical framework matrix			
3.3. Is there a risk that the project will fail to meet its key indicators? (if yes, please describe what corrective actions can be taken)			
3.4. Is there a risk that the Project partner will not be able to spent the all the money according to the Partner budget table?			

4. Description and status of the activities within project workplan

Generally, is the project proceeding in accordance with the workplan?
 Specifically, which activities have not taken place which should have according to the workplan?
 What is the level of risk of the project not being completed on time or to the intended standard?

5. Progress against indicators

Outputs	Indicator	Achieved to date	Plan to achieve indicator
Output / Outcome 1	1.		
	2.		
	3.		
Output / Outcome 2	1.		
	2.		
	3.		
Output / Outcome 3	1.		
	2.		
	3.		
Output / Outcome 4	1.		
	2.		
	3.		
Output / Outcome 5	1.		
	2.		
	3.		
Output /	1.		

Outcome 6	2.		
	3.		
Output / Outcome 7	1.		
	2.		
	3.		
Output / Outcome 8	1.		
	2.		
	3.		
Output / Outcome 9	1.		
	2.		
	3.		
6. Finance			
6.1. Is the Project partner obtaining all necessary supporting documentation and storing this properly? If not, what action will the Project partner take to rectify the solution?			
6.2. Is the Project partner experiencing any problems in terms of cash flow? This includes any problems caused by delays with payment from the UKG?			
6.3. Are any underspends or overspends anticipated? For overspends, what is the solution to keep within Partner budget table? For underspends, are there proposals for how this can be used?			
6.4. Other			
7. Main problems encountered and recommendations			

<i>Related to</i>	<i>Description of problem</i>	<i>Project partner</i>	<i>Solution/s and/or recommendation/s</i>
Procurement/installation			
Development of VMnet network			
Practical placement programme			
Industrial fellowship programme			
Delivery of trainings and services			
Marketing/public relations			
Technical and financial reporting			
Relations with Project coordinator and PST team			
Other			
Report received by the Project partner			
I confirm that I have received and read the monitoring report			
Name		Date	
Scheduled date of next visit			
Personnel to be present from the Project partner			
1.			
2.			
3.			