**BUSINESS PROJECT FACT SHEET**

***Project full name***

**.**

**Main information**

Please, fill out only these columns that need to be updated. Tick all other fields.

|  |  |  |
| --- | --- | --- |
|  | **Key Action:** |  |
|  | **Project coordinator** |  |
|  | **Contact person name:** |  |
|  | **Contact person phone:** |  |
|  | **Contact person email:** |  |
|  | **Project's Partners**  |  |
|  | **Project's website:** |  |
|  | **Benefits:** | (Please, specify the benefits of the project in one or two sentences indicating the benefits in qualitative terms and who will benefit. Do not exceed 150 characters) |
|  | **Keywords:**  | (Please, write 3 keywords which will make your project easy to find online. I.e. cogeneration, green mobility, regional planning)  |
|  | **Duration:** | Start date – end date |
|  | **Budget:** | Euro (EU contribution ……%) |
|  | **Contract number:** |  |

**Summary**

*(Max. 1200 characters)*

(Please, update your summary of the project. This summary is the 'business card' of your project. It should give the reader a clear understanding in one glance. Remember that it must be self-explanatory, precise but easy to understand. Include its main objectives and methodology. What problems does it solve? Who are the main target groups? How are you going to achieve (or have already achieved) your objectives? Do not exceed 1200 characters)

**Project’s results**

*(max. 500 characters per bullet point)*

(Please, specify the main results of your project. Do not hesitate to include your targets. Use at least one bullet point to describe the quantitative targets concerning the results of your project. Limitations: five bullet points: none of these should exceed 500 characters).

|  |  |
| --- | --- |
| Result 1 |   |
| Result 2 |  |
| Result 3 |  |
| Result 4 |  |
| Result 5 |  |

**Lessons learnt**

*(max. 500 characters per bullet point)*

(You do not need to fulfil this section until the first Interim Report is ready. Afterwards please limit yourself to three most important points. None of these should exceed 500 characters.)

|  |  |
| --- | --- |
| Lesson 1  |  |
| Lesson 2 |  |
| Lesson 3 |  |

**Last updated**

(Please, add the date of this version of the fact sheet, i.e.: "Last updated: 11.06.2010". That will help us to keep track of the latest one)

**IMPORTANT NOTE:**

* Please, attach logo as a separate .jpg-file if you decided to have one for your project.
* DO NOT send this file as a .pdf-file. For technical reasons we only accept it as a word-file.
* Please, title the file in the following way: Project acronym-year.month.doc