# Report by: IBK

Reporting Quarter: Q1 - 31.12.24 – 30.3.25

|  |  |  |  |
| --- | --- | --- | --- |
| **WP1** | **Project Management & Quality Assurance** | **Start Date** | **End Date** |
| **WP Lead** | **XXX** | **31.12.24** | **30.12.27** |
| **Foreseen Activities:** | 1. Manage the contractual commitments and financial control in collaboration with the EC agency, incl. formal reports requested by the programme
2. Establish Project Steering and Management Group and publish& update the Project Manual (PM), incl. Advisory Board, Quality Gate (QG) Process, Test Incidence Reporting
3. Monitor and report the overall project development, progression and activities on an ongoing basis;
4. Managing Ethical approval across the life-time of the project
5. Preparing and attending 3 Project Board Meetings (kick-off, mid-term & project closing) plus bi-monthly virtual meetings
 |
| Status of Work: | **Started**  | 31.11.2024 | **On Time** | **X** | **Delayed** |  | **Closed on** | (dd.mm.jjjj) |
| **Achievements reached:** | Draft of Project Manual presented to all partners during Kick-Off Metting on 15.1.25 |
| **Deviations against Plan:** |  |
| **Solution implemented:** |  |
|  |
| **WP2** | **Dissemination, Exploitation and Sustainability of Results** | **Start Date** | **End Date** |
| **WP Lead** | **XXX** | **31.12.24** | **30.12.27** |
| **Foreseen Activities:** | 1. Project marketing on available social-media channels
2. Opening and maintaining a webpage for free access to the training course and the entire learning content and linking it will each partners website
3. Organisation of seminars and presenting at external events about selecting and using the most suitable generative AI applications in different sectors
4. Support post-project sustainability through developing a business model canvas and post-project Communication Plan and initially implement them
5. Preparation of journal and book publications about the identified market gaps and unmet needs of current generative AI solutions
 |
| Status of Work: | **Started**  | 31.11.2024 | **On Time** | **X** | **Delayed** |  | **Closed on** | (dd.mm.jjjj) |
| **Achievements reached:** |  |
| **Deviations against Plan:** |  |
| **Solution implemented:** |  |
|  |
| **WP3 / IO1** | **Derivation of requirements for industrial applications of generative AI in SMEs** | **Start Date** | **End Date** |
| **WP Lead** | **XXX** | **31.12.24** |  |
| **Foreseen Activities:** | 1. Identification of generative AI use cases in common functional sectors
2. Identification of user-requirements for generative AI applications, incl. reliability, data privacy and ethical considerations
3. Formulation of requirements based on the principle of user stories
4. Generating WP Summery Report as a basis for running the Quality Gate implementing and running QG Survey, followed by the QG workshop & GQ agreement
 |
| Status of Work: | **Started**  | 31.11.2024 | **On Time** | **X** | **Delayed** |  | **Closed on** | (dd.mm.jjjj) |
| **Achievements reached:** |  |
| **Deviations against Plan:** |  |
| **Solution implemented:** |  |

**Internal Communication Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Activity | Place/Medium | Date | Attandance/Coverage |
| Project Kick-Off Meeting | AAA-City | 15.1.25 | All partners |
|  | TEAMS conference call |  |  |

**ExternalCommunication Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Activity | Place/Medium | Date | Attandance/Coverage |
| None this quarter |  |  |  |
|  |  |  |  |