# Appendix B – Reporting and Tracking

Ultimately, the ICT Escalator project has to deliver specific outputs and be compliant with ERDF requirements. We need to be able to monitor closely by geography and delivery partner by quarter to ensure progress against forecasts with regular reports to project teams and steering groups. This includes managing leads into the projects right to the final attainment of outputs and outcomes which may occur 6 months after completion of a piece of business facing work.

The outputs to be captured are –

ER/C/O/01 Number of enterprises receiving support,

ER/C/O/29 Number of enterprises supported to introduce new to the firm products

ER/C/O/05 Number of new enterprises supported,

ER/P/O/03 Additional businesses with broadband access of at least 30 Mbps

ER/P/O/04 Additional businesses taking up broadband with speeds of at least 30 Mbps

Each client project may fulfil more than one of these outputs.

**Dates**

We have allocated dates as follows –

Q1 – Sept , Oct and Nov 2016 inclusive.

Q2 – Dec 2016, Jan and Feb 2017 inclusive.

Thereafter at 3 month intervals until…

Q12 – Jun, Jul and Aug 2019 inclusive.

It is possible that activity could continue to be recorded on the site until 12 months after Q12, it would be acceptable to label these as Q13, Q14, Q15 and Q16.

**Locations –**

Each local authority has a specific set of postcodes in their area. We wish to link each client to their local authority using the postcode. The project manager will provide an Excel format table of postcodes by local authority which can be used to create these links for reporting purposes.

**Additional reporting**

We would also like to capture allied useful information about economic impacts of this project, so we will create a feedback form where the client can easily record things such as new jobs created, additional revenue streams,

We will also need to produce reports such as

1. Total number of clients at each stage of the project, with dates (eg have registered, triage completed, have started a consultancy project, have finished a consultancy project, have started a 3 way partnership, have completed a 3 way partnership, have applied for a grant, have been approved for a grant, have finished the grant, have started data hungry development, have completed data hungry development)
2. Work undertaken linked to a specific department or faculty
3. Evidence of match funding from a client (attachments to approved grants)
4. Number of online courses completed
5. Number of basic security checks completed by client
6. Referral destinations where clients are passed to another provider or source of help
7. Number of registrations for roadshow events
8. Other ad-hoc reports yet to be defined

It is envisaged that the data fields required for these reports will be included in the main document so no additional data fields are required.