

Notes on ViSiCAST Monthly Reports

See the UEA web site for examples. The source files can be retrieved from the site by replacing pdf by doc or xls as appropriate.

Report form (Word)

Format: mmmmyyyy.XXX.doc (for Example: Jun2000.UEA.doc).

This form gives progress by a particular partner in a particular month. Progress for a whole workpackage will be reported by combining the information from contributing partners. Enter what you like! I have never seen any real explanation about how this form is to be used, but the basics come from the EU.

The Highlights section would be things that could be highlights in the quarterly report.

Spreadsheet (Excel)

Format: mmmmyyyy.XXX.xls (for Example: Jun2000.UEA.xls).

This form gives staff effort expended by the partner in a particular month. It does not include “own contribution” effort from partners on the AC cost basis. The Effort sheet must have partner hours per year entered from the Electra form. Also enter the code for the partner

Enter hours used in month on Effort sheet only. Names on Table 6.1 and 6.2 must match Effort sheet exactly and hour and month figures will be copied through.

Enter on Table 6.1 and 6.2 the month concerned and planned and accumulated hours. Only Table 6.1 and 6.2 is used in final report.

Both to be emailed to me for further work.

John Glauert
21 January 2001