Project Name

Final Report

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“EUROPEAN SPACE AGENCY CONTRACT REPORT”

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Table of contents:

1 Introduction 4

2 Background and project objectives 4

3 Service(s) developed and users and customers 4

4 Preparation, execution and outcomes of the Pilot stage 5

5 Preliminary strategy for the commercial roll-out 5

6 conclusions 5

7 Appendix - PRODUCT / SERVICE BROCHURE 7

This document provides a Table of Content (TOC) to be used as example/reference by the Contractor for the provision of the Final Report (FREP).

The FREP is the pillar deliverable of the Final Review (FR) Milestone.

The FREP shall present in about 20-30 pages (pictures, Index and Appendix included) an overview of the activities carried out during the project.

The FREP is “the business visiting card” of the project presenting in a concise way:

* The business idea and the service developed by the project
* The main activities carried out during the project, highlighting the pilot results and the intended commercial roll-out strategy
* Achievements and lessons learnt
* Any other relevant/important topics
* A brochure of the product/service

The FREP is intended for general audience and publication. Therefore, it shall:

* Not contain any sensitive information
* Not contain complex technical details
* Contain some highly interesting or impactful pictures (e.g. users while they utilise the system during the pilot stage) and graphs, diagrams or tables as needed

In addition, the FREP shall not contain any proprietary/copyright statement other than the one already in the front page.

Concerning the use of this template, please note the following:

* This style is used to identify information to be provided by the Contractor
* *This style is used for explanatory notes and guidance*

ONCE THE FREP HAS BEEN COMPLETED, PLEASE REMOVE THIS ENTIRE TEXT BOX AND ANY BLUE STYLE TEXT.

**Acronyms**

| **Tag** | **Description** |
| --- | --- |
| FREP | Final REPort |
| xxx |  |
| xxx |  |
| xxx |  |
| … |  |

# Introduction

*Briefly introduce here the project partners, their roles and the project history.*

*Suggested length of the text (i.e. not including any pictures/diagrams): 1 page.*

Text

Pictures and/or diagrams (if/as appropriate)

# Background and project objectives

*This section provides the background context and the main project objectives. Priority shall be given to the market/business landscape relevant to the developed service by the project. Technical aspects shall be elaborated only as much as required to fully understand the relevant business context.*

*Suggested text length: 2 pages.*

Text

Pictures and/or diagrams (if/as appropriate)

# Service(s) developed and users and customers

*This section shall elaborate on the service developed and offered by the project and on the involved users and customers.*

*A high-level service architecture should be used to show how the service solution(s) has been implemented.*

*Again, only major technical aspects shall be elaborated and only as much as required to fully understand the service(s).*

*Suggested text length: 3 pages.*

*In the case that the project has developed more than one single main service, the most important services should be identified and for each of them the information above needs to be presented. In this case, this text section may be longer than 3 pages and the overall 30 page limit for the FREP is less stringent.*

Text

Pictures and/or diagrams

# Preparation, execution and outcomes of the Pilot stage

*This section shall present the main activities carried out during the preparation and execution of the pilot stage and the results of the pilot activities.*

*To substantiate the results of the pilot stage it is suggested to use:*

*- Graphs and tables (e.g. extracted from the POSR)*

*- Pictures of users accessing the service during the pilot*

*- KPI data and analysis*

*Suggested text length of the text: 5 pages*

Text

Pictures and graphs/tables

# Preliminary strategy for the commercial roll-out

*Leveraging on the results of the Pilot stage and on any other relevant aspects, a preliminary commercial roll-out strategy shall be presented in this section.*

*In case of any sales occurred before the completion of the project, these have to be properly highlighted in this section as this is a major achievement.*

*Also any PR/Marketing activities have to be highlighted in this section.*

*Suggested length of the text: 2 pages*

Text

Pictures and/or diagrams (if/as appropriate)

# conclusions

*Here the contractor may conclude the FREP with any other import/relevant statements.*

*Typical statements include:*

* *How well the initial project objectives have been met*
* *Major achievement (e.g. sales) and lessons learnt of the project*
* *Commercial roll-out*
* *Next steps*
* *Web links to websites of the companies where the product / service can be purchased*

*Suggested length of the text: 2 pages*

Text

Pictures and/or diagrams (if/as appropriate)

# Appendix - PRODUCT / SERVICE BROCHURE

Include here the 2-page brochure that was prepared for the Requirements Document, updated/improved as relevant. The brochure shall be a concise yet stunning communications tool using attractive images. It shall give clear messages to your customers stating why your product/service is so great in a language which is correctly judged for your targeted customers.

The example below refers to the general brochure of ESA Business Applications.



