

## IDA Grant Support – Project Status Report Form (SRS Digital Capital Grant)

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| Company Details | |
| ***Company Name*** |  |
| ***Primary Contact*** |  |
| ***Report Author*** |  |
| ***Address*** |  |
| ***Tel*** |  |
| ***Email*** |  |

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| Project Details |

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| ***Project Title*** |  |
| ***Project Reference Number*** |  |
| ***Claim Number*** |  |
| ***Period of Current Claim*** |  |

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| History and Implementation [insert date of commencement] |

**1.1** *Provide a brief overview of the measures undertaken within the project (e.g., digitalisation of operations x, y, z, third party consultancy to build digital capabilities in x, y, z, hiring of new staff etc)*

***1.2*** *State the date of commencement, and outline % completed to date. This will be determined by calculating what percentage of expenditure has been made as a percentage of the overall expenditure detailed for the project. To facilitate with this piece of the exercise please attach the cost workbook to your submission indicating which line items have incurred the cost. In the justification column please also indicate if there was a material difference in the line item and/or the actual cost incurred.*

***1.3*** *Summarise the main activities completed to date-The information provided in the cost workbook above can be summarised and pulled across into this word document.*

***1.4*** *Outline what activities are related to KPI’s/Milestones as provided in the grant submission. Multiple activities can be attributed to a KPI/Milestone.*

***1.5*** *Define which measures are outstanding. For outstanding items, please identify remaining works and activities. These can be indicated in the cost workbook and summarised in this word document.*

*Graphs and images can be included.*

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| Significant Challenges/Difficulties encountered in implementing the project plan and the outcome in each case |

***2.1*** *Please identify significant challenges that have impacted agreed timelines (if any) and outline mitigation and escalation measures taken to address these challenges.*

***2.2*** *If required, please identify any changes to the agreed timelines imposed by these challenges.*

***2.3*** *If significant impact on project delivery or scope is anticipated, please note it here and contact your IDA Project Executive immediately to discuss.*

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| Impact of the Support |

***3.1*** *Please detail any benefits accrued following this project, where KPI’s or milestones have been provided please indicate if the investments are providing the anticipated impact as detailed in the initial submission (e.g.: increased production efficiency, increase in jobs, reduced OpEx costs). If quantitative data is available to support, please provide a summary e.g. 10% increase in right first time batches observed post digitalisation etc.*

***3.2*** *Please indicate if there are additional impacts of the investment beyond those in question 1 e.g., positive environmental impacts, significant reduction in water use/effluent contaminants, improved biodiversity, circular economy benefits, influence on Corporate Strategy). If so, please detail.*

***3.3*** *Detail any new expertise/experience gained during the project to date and how this may help the company going forward. New technology related experience and skills should be outlined (e.g., machine learning, AI, Data analytics, decarbonisation etc).*

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| Additional Information |

*If you have any additional information to add relating to this project please insert here.*

***Name:***

***Job Title:***

***Date:***

***Signature:***