ttraFinal report: project title

**Remove all green text prior to submitting your final report. Mail the final report to the responsible Partner from HSB Living Lab who will forward it to the Decision group for approval.**

**Replace all pink text with your own description according to the instructions.**

##### Report data

Date that the report was finished: XX-XX-20XX

Writer: organisation, names, contact details

##### Project data

Date of the planned start: XX-XX-20XX, also note any departure from the planned start

Date of the planned completion of the project: XX-XX-20XX, also note any departure from the planned completion

Partners from HS Web Lab[[1]](#footnote-1) participating in the project: Organisation

Project owner: organisation, names, contact details

Project manager: organisation, names, contact details

##### Summary

A brief summary of the project you are carrying out in HSB Living Lab (describe the purpose, goal, implementation, etc.)

A brief summary of results and analysis.

##### Conclusion

Condense the principal results and draw conclusions from the project.

##### Educational and outreach text for the website

Write a few simply worded pieces of text about the project and the results/conclusions, which is suitable to post **publicly on HSB Living Lab's website**. *(Comment specifically to the HSB LL partners if there is something within the project that should* ***NOT*** *be communicated publicly.)*

##### Result presentation

**Purpose and goal**

Describe how well the project has achieved its purpose and its goal. If there is any deviation with the application, describe and explain this.

**Implementation**

Describe the implementation of the project. Has the project been implemented as described in the application? If there has been any deviation, describe and explain why.

Has project satisfied the expectations that existed.

How has cooperation in the project worked? Have you collaborated with any additional stakeholders than those specified in the application, who?

Have you carried out the project in HSB Living Lab?

**Result**

What result has the project produced?

Does this match the expectations? If not explain why.

**Time**

Describe any deviation in relation to the time schedule.

**Economy**

Describe how the project’s overall budget has been maintained. Explain any deviation.

Describe how the project has used any possible grants from the HSB Living Lab’s research fund in the table below. Explain any deviation.

|  |  |  |
| --- | --- | --- |
| **Grant from HSB Living Lab’s research fund**  | **Budget** | **Result** |
| Wage costs  | SEK XX | SEK XX |
| Materials, equipment | SEK XX | SEK XX |
| Travel | SEK XX | SEK XX |
| Costs for rebuilding, work on the building incl. building project management, etc. | SEK XX | SEK XX |
| Restoring of the above | SEK XX | SEK XX |
| Communications | SEK XX | SEK XX |
| Other costs (specify on several rows if necessary) | SEK XX | SEK XX |
|  |  |  |
| **Total amount applied for from HSB Living Lab’s research fund** | **SEK XX** | **SEK XX** |

##### Planned exploitation

Describe how the project result will be used, how and by who.

Will anyone be making patent applications or other measures in terms of intellectual property protection based on project results.

Describe how project result will be distributed (marketing, press releases, seminars, scholarly publications, contributions to books, periodical articles, conference presentation/papers, etc.)

Will you measure effect repatriation even after the completion of the project, if so how?

##### Recommendations and any additional research

Describe whether there are already any plans to research/develop the result of this project, how and by whom?

Describe project recommendations for continued research/development based on the results of this project.

##### Personal reflection

Summarise your personal reflections of the project.

##### Appendix

Please attach material to the final report you have produced within the project, for example, pictures & tables, marketing products, sub-reports, etc.

##### Reference list

State any publications, articles, essays, dissertations, webpages, etc.

##### *Thank you for your final report!*

1. Refers to any of HSB Living Lab’s 12 long-term partners; HSB, Chalmers, Johanneberg Science park, Göteborg Energi, White, Tietoevry, Electrolux Professional, PEAB, Vedum, Bengt Dahlgren, Elfa, Akademiska Hus. [↑](#footnote-ref-1)