

INNOVATION FUND PROJECT REPORT

Instructions:

These reports are used to provide useful information to people who are likely to install a similar solar water heating system to your project. This report needs to provide the reader with the what, how and why of your project – presenting enough information to allow others to learn from your experience. Project reports should be brief and factual. It may be helpful to save this document and add to it as the project progresses. Please complete the relevant sections as they apply to your specific project. The prompts provide you with considerations that are likely to be relevant to many (but not all) projects. You can remove the prompts once you have checked you have covered all that is required.

Your project will have project specific reporting milestones listed in the contract. Please report on these in Section 4.

1. APPLICANT DETAILS

Name of project owner

Project installation location

2. DESCRIPTION OF PROJECT

Project outline (what you did and why)

3. TECHNOLOGY INSTALLED

or other project details if not applicable

Technology Type

Solar Hot Water Heating/Heat Pump (delete as applicable)

Technology/Product Installed

Manufacturer

Model Number

What other industries/businesses could use this product?

4. PROJECT AUDITING & MONITORING

What are the results of the project?

If the project was audited, were there any learnings from this?

Prompt:

Feedback from you about the success of the project is important, as others will be able to learn from your experience. This section is about results of your project. Your project has specific deliverables and milestones outlined in your contract that you will need to present in this section. This information could be electricity saved on a monthly basis, electricity usage compared to the previous 12 months, customer comments etc

You may wish to present numerical data/comparisons either as a table or graph.

5. ISSUES

Prompt:

Issues (foreseen or otherwise) often arise during a project – what issues arose during your project and how did you overcome them? If they were not overcome, how did you work around them? What are your recommendations for others facing the same issues?

Some areas where issues can arise include: installation, information, costs, performance, consent requirements for installation, product quality/durability and installation quality.

6. COSTS AND RETURN ON INVESTMENT

The anticipated total cost for the project was: exclusive of GST

The actual total cost for the project was: exclusive of GST

Reasons for any variance (as a learning for any other potential installations)

What is the payback period on this project
(actual or anticipated) months/years

Other benefits

Prompt:

Sometimes the benefits of undertaking a project may be outside of financial benefits. If there were other benefits such as being environmentally responsible, gaining industry-based accreditation, additional PR please outline them more fully.

7. PUBLICATION, PROMOTION & INFORMATION

Prompt:

How have you promoted your project to others in your industry? What feedback have you had from others in your industry about this project or users of this new efficient hot water system?

8. RECOMMENDATIONS

Prompt:

*Overall what recommendations would you make to others in your industry about undertaking this type of project?
What were the key considerations for you when determining whether to go ahead with this type of project?*

NAME & SIGNATURE

Date: