



ANNUAL PROGRESS REPORT

– *My Life My Way* –

Please send this report ELECTRONICALLY to the Central Management Unit (CMU) as well as a copy to the National Contact Persons (NCPs) of the coordinator and project partners

The coordinator of the project must submit this report within 60 calendar days after the end of each calendar year, on behalf of the consortium.

If you have any additional question, please contact the AAL CMU at CMU@aal-europe.eu, or your NCP (see details on www.aal-europe.eu/aal-ncp)

Report date	28/02/2017
Reported period	This report covers the period from 01/03/2016 to 31/12/2016
Report No.	This is the first annual report of the project

PROJECT	
Project full title	Assistant to Live My Life, My Way
Project acronym	MLMW
Project No.	AAL-Call-2015-103-MyLifeMyWay
Project Website	http://www.mylifemyway-aal.eu
Project duration	<ul style="list-style-type: none"> • Starting date: 01/03/2017 • Termination date: 28/02/2019
Coordinator's name and details	Full name: Arzu Barské E-mail address: arzu.barske@engie.com Telephone number: +31 6 133 943 61 <i>* Both e-mail address and tel. number must be provided.</i>

PROJECT PARTNERS			
No.	PARTNER ORGANISATION NAME	PARTNER ORG. ACRONYM	AAL NATIONAL FUNDING AGENCY
1 (coord.)	ENGIE Services Nederland N.V. (was COFELY in Consortium Proposal Document)	COF (OLD) ENGIE(NEW)	ZONMW / Netherlands
2	Virtual Assistant B.V.	VIR	ZONMW / Netherlands
3	Lucerne University of Applied Sciences and Arts /iHomeLab	IHL	SERI/Switzerland
4	HAN University of Applied Sciences	HAN	ZONMW / Netherlands
5	Bonacasa	BON	SERI/Switzerland
6	Senior Living Group	SLG	IWT/Belgium
7	Municipality of Deventer	DEV	ZONMW / Netherlands
8	UC Leuven-Limburg	UCLL	IWT/Belgium
9	Trivium Meulenbelt Zorg	TZM	ZONMW/Netherlands

1. ADMINISTRATIVE PROJECT PROGRESS

Report below any changes in administrative aspects of the project, excluding all financial aspects.

CHANGE IN	No	YES	IF YES: REMARKS/EXPLANATIONS
<i>Duration of the project</i>	X		
<i>Name of the Partner Organization</i>		X	<i>COF: THE ORGANIZATION NAME OF THE PARTNER ORGANIZATION COFELY OFFICIALLY HAS CHANGED TO ENGIE</i>
<i>Consortium composition</i>		X	<i>THE PARTICIPANT GGZ HAS LEFT THE CONSORTIUM, TMZ HAS REPLACED THEIR POSITION, THERE ARE NOT FINANCIAL CONSEQUENCES FOR THE CONSORTIUM.</i>
<i>Project staff members</i>		X	<i>NEW PROJECT LEADERS BY THE END USER ORGANIZATIONS HAVE JOINED TO PROJECT.</i>
<i>Project staff members</i>		X	<i>IHL: ADDITIONAL STAFF OF IHL: EDITH BIRRER AND FLORIAN GRAF</i>
<i>Project staff members</i>		X	<i>BON: ADDITIONAL STAFF OF BON: RAHEL JENNI</i>

2. DELIVERABLES SUBMITTED AND MILESTONES ACHIEVED DURING THE REPORTED PERIOD

Please list below the deliverables and milestones, using the same numbering as specified in the description of work.

In case of deviations from the description of work (work plan) regarding delivery dates, achievement of milestones or changes in planned outputs, please give details, and indicate whether and to whom (AAL NFA/NCP) the changes have been communicated.

DELIVERABLE	DUE DATE	RESPONSIBLE PARTNER	DELIVERY DATE	REMARKS/EXPLANATIONS
D.1.1	01/04/2016	COF (ENGIE)	05/04/2016	CONSORTIUM AGREEMENT
D.1.2	01/05/2016	VIR	11/04/2016	PROJECT SETUP AND ORGANIZATION REPORT
D.2.1.	01/05/2016	HAN	ONGOING	END-USER ELICITATION PLAN
D.2.2.	01/08/2016	HAN		END-USER REQUIREMENTS SPECIFICATION
D.5.1.	01/09/2016	ENDUSER/DEV	01/11/2016-22/12/2016	USABILITY TEST REPORT
D.6.1.	01/05/2016	ENDUSER/DEV	01/09/2016-31/12/2016	PROJECT WEBSITE

MILESTONE	DUE DATE	RESPONSIBLE PARTNER	ACHIEVEMENT DATE	REMARKS/EXPLANATIONS
M.1.2.	29/02/2017	COF (ENGIE)	28/02/2017	PROJECT MANAGEMENT REPORT
M.2.1.	01/05/2016	HAN	15/06/2016	FINISHED USER CENTRIC REQUIREMENTS ELICITATION
M.6.2.	01/05/2016	VIR	24/06/2016	WEB SITE LAUNCH

3. SCIENTIFIC/TECHNICAL PROJECT PROGRESS TO DATE

Please check appropriate box:

The project is in line with (or) deviates from the valid description of work (version/date:)
In the case of deviation, please explain how and why:

Provide a summary of developments since the last report, including:

- The performance of the project consortium
- Technical achievements
- End-user services

The project had a slow start. In order to accelerate the speed and the motivation of the partners, we established structural returning stakeholders meetings. Those structural meetings helped project partners to be engaged with the project, to have good insights of the status, to help each other and helped us to go over the distance related problems.

The first project stakeholders team 2 days meetings were held in Maastricht – March.

Project team had the second face2face 2 days meeting in Belgium – end of October. Project team could found themselves in a positive and well-structured project-environment. The roles and the responsibilities are clearly defined, a very open, transparent, connected, vote base decision mechanism running smoothly, and solution focused process is in place.

The product backend technology is expanded with user behavioral data logging feature as well. This feature will help researchers to collect necessary data to analyze the user behavior.

Project team first decided to roll out the product by a Dutch End User organization. However early enough the team realized that some features were not running stable enough. The combination of the different factors(eg.: volunteers working by the end user organization) could create a handicap and could disengage the end users from the product at later stage. Project team realized that end users had a different perception about the product than the product-the project is intended for. Project was missing a neutral test management team in the planning. Therefore project stopped the role out process. Due the fact that project has not defined a test management mechanism in the proposal planning, stakeholders are asked to carry this role. Stakeholders accepted this proposal and we are now ourselves testing the product first before rolling out to end users.

At the moment Virtask is working on development of the basic features stability, the stakeholders team (including iHomeLab) are testing the delivered versions, we have a good feeling of doing the right things and being on the right path, project focuses on quality and availability of a stabile basic product, especially we invest time of taking care our end user organizations, helping Virtask more how to support the end user organizations on product demonstrations and the testing phases.

The first German version of the product is already available and being tested by iHomelab as well.

How many consortium meetings were held during the period covered by this report?

22 (6 face2face meetings, 3 with stakeholders, 3 between technical teams)
 Every two weeks regular project stakeholders meeting of an hour skype CALL, stakeholders are mandatory to attend to these skype calls.
 2 Days of offline project organization meeting in Maastricht in March -2016
 2 Days of project organization and technical team meeting in Belgium in October - 2016

4. IMPACT AND AWARENESS ACTIVITIES

PLEASE INDICATE IF THE PROJECT WILL PRODUCE/ACHIEVE OR HAS PRODUCED/ACHIEVED ANYTHING OF SPECIAL INTEREST FOR THE AAL JP (E.G. A PROJECT EVENT, PRESS RELEASES, PUBLICATIONS, PATENTS, DEMONSTRATORS, ETC.).

Project participant responsible (indicate country)	Activity	Date	Medium and reference (press, event, newsletter, webpage, etc.)	Indicative coverage
<ENGIE- The Netherlands>	Flyers sent by ZONMW	02/06/2016	Flyers to ZONMW Network	Business Network of ZONMW
ENGIE – The Netherlands	Social Media Publications	Ongoing	LinkedIn/Twitter	WWW
ENGIE – The Netherlands	Arzu Barské As a Role Model Speaker at Digital Female Leadership Program	03/October/2016	Nyenrode Business University	100 Female Senior Technology Leaders
IHL CH	Presentation @ AAL-Forum in St.Gallen	Sept. 2016	Booth	450
Virtask – The Netherlands	Article – VA	23/12/2016	De Stentor	Newspaper
SLG -Belgium	Workshop With End Users	27/10/2016	General Workshop with	27/10/2016

5. OTHER COMMENTS

Report below any other issue or comment (optional)

Based on request of HAN a new technical feature (User behavior logging) is developed, due this update the project had some delays.
 For Senior Living Group there is an issue as there is still no Virtual Assistant (due the date 31-12-2016) that could be tested yet to the target group of older people.

DO NOT FORGET TO FORWARD ALL UPDATES OF OFFICIAL PROJECT DOCUMENTS (E.G. DESCRIPTION OF WORK, CONSORTIUM AGREEMENT, ETC.) TO THE AAL CENTRAL MANAGEMENT UNIT AND NCP OF THE COORDINATOR AND PROJECT PARTNERS.

6. HUMAN RESOURCES REPORT

PROJECT PERSON EFFORT DURING THE REPORTING PERIOD

PARTNER ORG. ACRONYM	Actual effort in person/ months for the reporting period	Planned effort in person/ months for the reporting period	Remarks
ENGIE (COF)	1.1	4.1	Project Management / Technical Development [Efforts are shifted towards the product development delay]
IHL	7	8.5	Startup Phase
SLG	5	5	
BON	1.6	3	Startup Phase
DEV	2	2	Startup Phase, searching endusers Wp 1 and Wp 5
UCLL	0.1	0.7	Research methods, input for focusgroups
HAN	1.5	2	More effort in work package 2 (user requirement) Started already with

			activities in work package 5 (formally not planned in the schedule yet)
VIR	21	17,3	Expanding the functionality with User behaviour logging, stabilization of the software, Tasks 3.2, 4.1, 4.2, 4.3
TMZ	0	0	New Partners since end of 2016
TOTAL	39,3	42.6	

Please add more lines if required

ADDITIONAL INFORMATION
<p><u>Please check appropriate box:</u> The financial progress of the project ✓ is in line with (or) deviates from the partner's Grant Agreements & Work Packages plans (personal efforts, other costs, etc)? In case of deviation, please explain how and why:</p>
<p>Have you encountered or do you foresee any financial difficulties for the project realisation (e.g. payments, additional costs, other)?</p>
<p>If yes, please explain.</p>
<p>Do you want to make any other comments in relation to the financial aspects of the project?</p>
<p>Project recognized that the project proposal is missing a test management in the planning. Project has taken steps and initiated an apart test management team consisting of the stakeholders.</p>