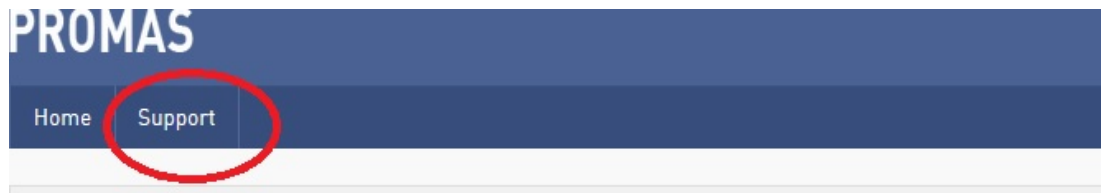


# PROMAS Project reporting and change management

SEFR CBC Annual event  
10 December 2019, St Petersburg

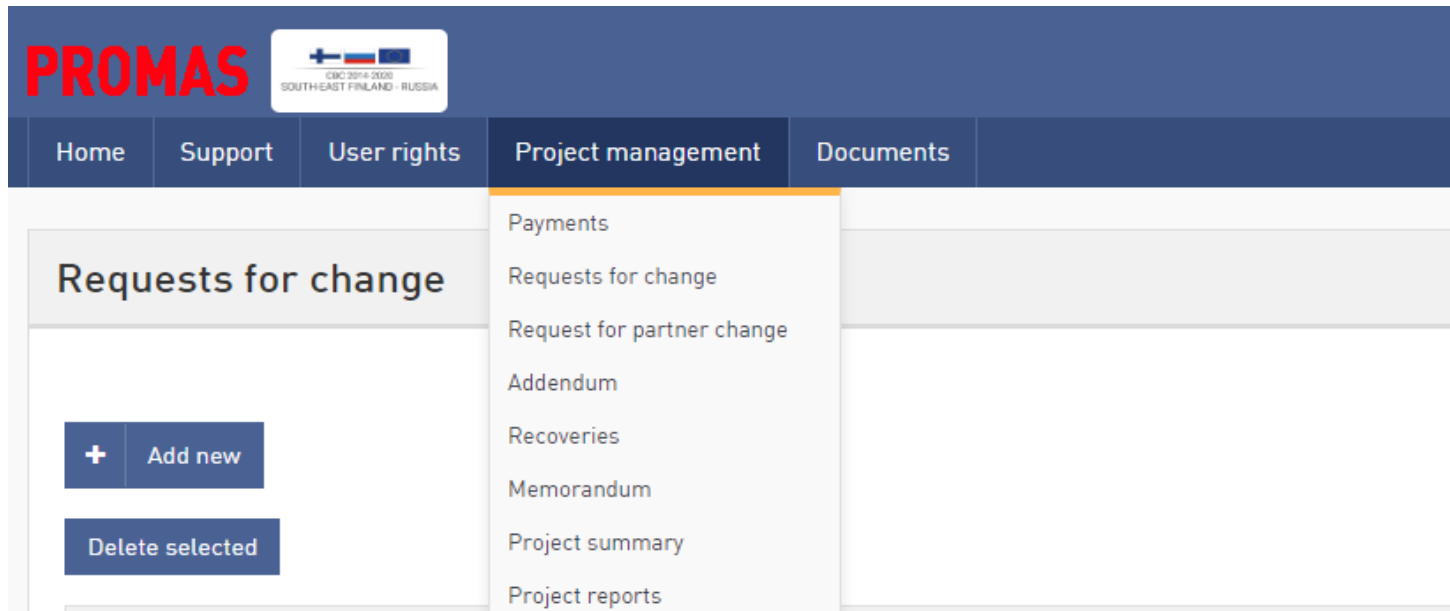
# Implementing instructions for project management

- <https://www.sefrcbc.fi/projects/>
  - Link to Q&A
  - Latest version of Programme Manual, Finnish and Russian translations (unofficial)
  - PROMAS technical manuals
    - Applying Funding
    - Project Management



# Project management - Changes

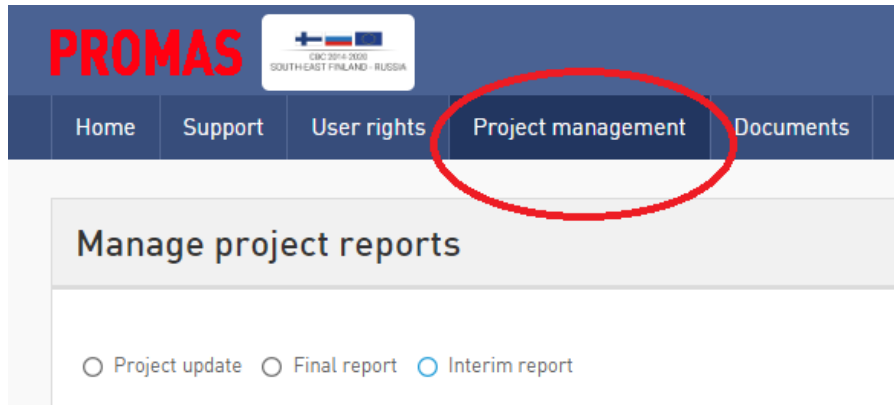
- Request for change
- Request for partner change



The screenshot displays the PROMAS web application interface. At the top left, the logo 'PROMAS' is shown in red, followed by a small logo for 'CBC 2014-2020 SOUTH-EAST FINLAND - RUSSIA'. Below this is a navigation bar with tabs for 'Home', 'Support', 'User rights', 'Project management', and 'Documents'. The 'Project management' tab is selected, and a dropdown menu is open, listing the following options: 'Payments', 'Requests for change', 'Request for partner change', 'Addendum', 'Recoveries', 'Memorandum', 'Project summary', and 'Project reports'. On the left side of the main content area, there is a section titled 'Requests for change' with two buttons: '+ Add new' and 'Delete selected'.

# Project management, project reporting

- Project Summary
- Project Update
- Project Interim report
- Project Final report



# Refer to

- Programme manual
- Promas Technical manual for project management
- Q &A
- MA personnel
- <https://www.sefrcbc.fi/>
- [mailto: official@sefrcbc.fi](mailto:official@sefrcbc.fi)