

Preparing the Progress Reports & Pitch Video

Visuals	Text
Intro	Welcome back to the presentation of the Progress Report contents.
Screenshot Adobe Sign email	In early March 2023 you will receive an email from Adobe Sign looking like this. To access the Progress Report form, please click the 'Review and sign' link and the form will open automatically in the browser.
PDF Progress Report Section Instructions	<p>Firstly, you will see the instructions to the business plan helping you to understand the overall template better. We will also go through the Business Plan sections in a moment and highlight important items to be kept in mind.</p> <p>The next section here in the instruction part is about the Education Module. Since you are already watching this video, you have already found your way to the Education Module. Please make sure that at least two other project members watch it as well.</p>
Instructions	Another key submission item is the Project Pitch Video. It is the first thing judges will see when evaluating your project and is your chance to leave a great first impression. The video is part of the 1 st Progress Report and needs to be recorded on a Boast.io. When clicking one of the two links – and I recommend to right-click and open in a new tab - you will be directed to the online form to enter your project details in the upper section and record a simple pitch video using your smartphone or laptop with a webcam. It is not possible to upload a video. If you encounter technical issues, please contact awa@enactus.de and ask for assistance. Finally, please accept the Terms & Conditions and consent the Speaker Photograph, Audio & Video Release. Then click “Submit”.
Section Business Plan	<p>Now coming back to the business plan template: Before filling in the business plan please make sure to read the instructions carefully. They concern the business plan as such, the Proof-of-Concept section, the Business Model section and the financial results section. Then you have the opportunity to give us feedback about what you like and what you did not like in this document.</p> <p>Please note that if your team plans to change the project title at some point, you will need to notify the Action with Africa team about the change and seek approval. Projects not announcing the title may be excluded from the Challenge.</p> <p>Fill in the Enactus country data, so the country you are from, from the drop-down, and enter your university name.</p> <p>All fields that you have completed or that you have filled in will turn from light-yellow to white. The red asterisk in the upper-left corner represents that this field is required. In order to submit the Progress Report form you must have completed all required fields. A handle in the upper right corner leads you through the number of open required fields that you still need to fill in.</p> <p>So then please proceed to the project information. There is also space for the project locations with a drop-down menu and of course make sure to enter a meaningful project description to give the jury a quick</p>

	<p>understanding of what your project is about and what you are trying to achieve. Remember that all projects participating in the Action with Africa Challenge must have at least a Proof-of-Concept. So you must have at least tested your business model and realized initial sales. If your project has already entered an advanced or exit stage, you can note this here.</p> <p>Great news is that BASF, one of our project partners, has announced to award the BASF Excellence Award Zero Hunger. BASF has initially announced the project support and all Enactus teams had the chance to apply for the project support in the Action Entry. Now and as a separate and independent process, BASF awards a total of EUR 6,000 in project funding to three Enactus projects with a focus on SDG 2 Zero Hunger. If this applies to your team, tick this box and we will forward your application to BASF.</p> <p>Then proceed to answer the questions about the Problem-Solution Fit, the Needs Assessment and the Proof-of-Concept.</p> <p>Make sure to present the details about your Proof-of-Concept and describe your project's business model. Remember that the instructions at the beginning of the Progress Report give you guidance and later the "Business & Financial Planning" module or rather session will follow as part of this Education Module.</p> <p>The Business Model section is here.</p>
Unique Selling Point	<p>The Unique Selling Point section is next. Please explain what your product's Unique Selling Point, the USP, is and mind the explanation given above.</p>
Report Financial Results	<p>We will now proceed with the Financial Results. To improve transparency for the jury, please select your local currency and enter the conversion rate. This means the conversion rate used to calculate the new value with your local currency as a basis. For example, to get from EUR to USD, I could now say that exchange rate or rather conversion rate is 1.05. You can only use decimal points as a separator.</p> <p>For the 1st Progress Report we ask for current results achieved between 1 September 2022 and 30 April 2023. We also ask to provide a forecast from 1 September 2022 to 31 August 2023 and another one from 1 September 2023 to 31 August 2024.</p> <p>In your sheet the fields you see here will be initially light-yellow. Please enter additional numbers and the formula will auto-calculate. In the upper section of the Financial Results it calculates the income and from the income your cost structure is deducted.</p> <p>Please only account for revenues and cost items having occurred outside this period cannot be taken into account.</p> <p>Then proceed to answer the following questions.</p>
Local Partnership	<p>I will now jump to the local partnership section which must be completed by project teams coming from outside the African continent. They are</p>

	<p>required to have a local partner and to talk more about the local collaboration by answering the questions.</p> <p>For other teams, especially African Enactus project teams, this is optional.</p>
Impact Metrics	<p>Next, let's take a look at the Impact Metrics section, which is accompanied by another video called 'Impact Measurement & SDGs'.</p> <p>For the 1st Progress Report - again - please state your results achieved between 1 September 2022 and 30 April 2023.</p> <p>This section has significantly changed compared to last year and puts a focus on jobs created by gender and age. You are also asked to differentiate between the number of people directly employed by your project and jobs created as a result of your business activities.</p> <p>Here, enter the number of people directly employed by your project. This should include beneficiaries who, with the help of your product or service, were able to gain employment.</p> <p>Here enter the number of new job opportunities created as a result of your project. For a job to be counted in this metric, it must be new and have been created directly because of your project. If your project has created jobs for yourself or members of your team, do not count them here.</p> <p>Then compute the "Average Working Hours/Week". As an example: if you have 5 people working 20 hours/week and 3 people working 40 hours/week, please calculate $5 \cdot 20 + 3 \cdot 40$. This must be divided by $(5+3=) 8$. The average working hours/week is $220 / 8 = 27,5$. Make sure to be accurate in your calculations since your results will be audited later.</p> <p>Before completing the SDG Impact section, watch the 'Impact Measurement & SDGs' video and then select the three most relevant SDGs for your project. The impact created since 1 September 2022 and 30 April 2023 must be entered in the appropriate rows as integers.</p> <p>So you have a drop-down menu here where you can select the 17 SDGs from and then please fill in the respective fields that belong here. Please consult the Project Report Form guide if you need more information which is provided by Enactus Global.</p> <p>On page 14 you then have the chance to fill in your own SDG metrics if you have them or if you have any. Don't forget to add the unit of measurement so that it becomes clear to the judges what you are actually measuring.</p> <p>To close, please click the boxes, confirm and consent and make sure that you attach a signed copy of the Action with Africa Agreement to your submission.</p> <p>Before you do that, please fill in the information about the BASF Excellence Award if you wish to apply. This is optional and only needs to be done if you have ticked the respective box above.</p>

	<p>Then please read the Action with Africa Agreement. A few items have changed, primarily formatting issues, but please note that clause 16 is now about rights of use and has been revised considerably. But this is only about having a right of use with our [program] partners.</p> <p>Then, at the end of the document, tick the boxes and please sign. The 'name in block letters' and the date will be automatically completed based on the other inputs you gave.</p> <p>Then you can draw or upload a signature or upload a signature here, enter your position, and when you have filled in all fields – I am now missing 20 – you will be able to submit the document and you will receive a copy as a PDF by email.</p>
2nd Progress Report	<p>Finally, this is a preview of the 2nd Progress Report. It is not as detailed as the first one anymore and mostly focused on Financial Results, Impact Metrics and SDG Impact.</p> <p>Again, it comes with a brief explanation at the beginning.</p> <p>The reference period this time will be 1 September 2022 to 31 August 2023.</p> <p>The 2nd Progress Report will be likewise sent via an Adobe Sign email.</p> <p>Revenues or cost items having occurred outside this previously mentioned period cannot be taken into account.</p> <p>Please remember that you need to submit both Progress Reports in order to become eligible for awards. Otherwise, your project will be disqualified from the Challenge.</p> <p>Thanks for watching and good luck for your participation!</p>