# DRAFT AGENDA for (Project name)

# Final Review (FR)

# Place, date, time

# v.1.1

The Final Review consists of two distinct parts, namely the *Final Presentation* and the *Project Finalisation Meeting*.

The *Final Presentation* is the public part of the review, to which staff from ESA will be invited. At the *Project Finalisation Meeting*, where project documentation and contractual issues are discussed, only the ESA Technical Officer(s) and the project (consortium) members will be present.

### Final Presentation

The Final Presentation will be given by the project (consortium) members. It should last no longer than 2 hours and consist of:

1. Introduction of the project: objectives and scope (ESA and Prime Contractor)
2. Very short presentation of the companies/organisations and their respective roles in the project (Contractor’s Team)
3. Overview of the System Architecture and summary of the activities of hardware/software development, content production and integration (Contractor’s Team)
4. Overview of verification and validation campaign (Contractor’s Team)
5. Review of feedback from validation campaign and lessons learnt (Contractor’s Team)
6. Strategic considerations: current positioning of the initiative (e.g. potential sales of the product, competitive landscape) and remarks on the achievement of the Strategic Objectives (Contractor’s Team)
7. Future plans (Contractor’s Team)
8. Conclusions (ESA and Contractor’s Team)

### Project Finalisation Meeting

(Only attended by the project consortium members and the ESA Technical Officer(s))

1. Presentation and review of the FR documents (Contractor’s Team):
   1. Business Plan (BP)
   2. Development Document (DD)
   3. Verification and Validation Document (VVD)
   4. All the hardware produced or procured during the contract (HW)
   5. All the software produced or procured during the contract (SW)
   6. All the content produced or procured during the contract, including the Digital Media to illustrate the product (e.g. digital pictures, video, brochures) (CNT)
   7. Final version of Project Web Page (PWP)
   8. Final Report (FREP)
2. Contractual issues (Contractor’s Team):
   1. Request ESA to transfer ownership of deliverables, if applicable
   2. PSS A2 forms with relevant Exhibit A for the prime and all sub-contractors, showing the actual costs incurred.
   3. CCN to convert Ceiling Price to Firm Fixed Price, if applicable
3. Final invoice checklist (ESA + Prime Contractor)