

Reporting in Foundgood - Milestones

This step by step guide includes

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- **How to complete a milestone**

Introduction to the use of milestones for the Research Infrastructure programme

- Milestones act as signposts throughout your initiative, ensuring you stay on track, particularly with respect to timing.
- Milestones are dates when something must be ready or you must give a status, e.g. a steering committee meeting.
- For NNF Research Infrastructure – Large Equipment and Facilities six different milestones exist, which should be completed within the assigned time period.
- Milestones are an easy tool to update your funder on the progress of your grant.
- Your funder has predefined six mandatory milestones, if relevant please add additional milestones.
- The data reported in Foundgood is one of the evaluation criteria within the Equipment Upgrade Programme.

List of predefined mandatory milestones

Infrastructure ordered: Use this milestone to keep track of the process of ordering. No indicator/file/activity needs to be added.

Initiation: 2024-04-01, Deadline: 2024-06-30, Complete

Infrastructure ordered
The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.

Indicators Files Activities

No indicators have been added

Add Indicator

Infrastructure is operational: Use this milestone to keep track of when the ordered infrastructure should be operational. No indicator/file/activity needs to be added.

Initiation: 2024-05-01, Deadline: 2024-06-30, Complete

Infrastructure is operational
The central part(s) of the infrastructure is operational and can be used by the NNF infrastructure staff. More specialized features/equipment may become may be generally available later.

Indicators Files Activities

No indicators have been added

Add Indicator

Business plan provided: Use this milestone to keep track of when the finalized business plan is submitted. This should be documented by the upload of a file.

Initiation: 2024-11-01, Deadline: 2024-12-31, Complete

Business plan provided
In the Files tab, attach a short pdf (2-3 pages) with the business plan.

Indicators Files Activities

No indicators have been added

Add Indicator

Open access provided: Use this milestone to keep track of when the infrastructure should be applicable for all users. No indicator/file/activity needs to be added but add a link to the booking system in the description (do this by clicking the pen).

Initiation: 2024-07-01, Deadline: 2024-11-30, Complete

Open access provided
The infrastructure is open for all users and, e.g. a booking system is in place and user training offered.

Indicators Files Activities

No indicators have been added

Add Indicator

Site visit: Use this milestone to document when the site visit is completed. This should be documented by the upload of the agenda and relevant presentations as files.

Initiation: 2024-12-31, Deadline: 2025-01-31, Complete

Site visit
In the Files tab, upload a single pdf with the programme for the site visit and presentation(s) given by the infrastructure staff.

Indicators Files Activities

No indicators have been added

Add Indicator

Midway report: Use this milestone to keep track of when the progress report, including key achievements and data is submitted. This should be documented by the upload of a file.

Initiation: 2025-01-01, Deadline: 2025-01-10, Complete

Midway report
In the Files tab, provide a pdf (max 5 A4 pages incl. figures and tables)

Indicators Files Activities

No indicators have been added

Add Indicator

How to navigate your milestone overview

1

List of milestones

...overview of the mandatory milestones you will have to update.

Go to your initiative and click "Milestones".

The initiation date is the date for which the milestone has started.

The deadline is the expected completion date for the milestone.

The mandatory milestones are already added to your initiative. Click "Add Milestone" if you want to add additional non-mandatory milestones.

Milestone overview

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Milestone example

This is an example on how to report on the Milestone “**Infrastructure ordered**”.

It is possible (but not needed) to provide an indicator, a file, or an activity to support your work towards achieving the milestone.

The screenshot shows a milestone reporting interface. At the top, it displays the milestone title "Infrastructure ordered" with its initiation date (2024-04-01) and deadline (2024-06-30). There are icons for deletion and editing, and a red "Complete" button. Below the title, a description reads: "The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed." Underneath the description are three tabs: "Indicators", "Files", and "Activities". The "Indicators" tab is currently selected, showing a message: "No indicators have been added" and a blue "Add Indicator" button.

How to add an indicator

3

Add an Indicator

...to help monitor progress against each milestone.
You should only use the indicators if you have a numeric target (like ordering two new computers).

Milestones

Initiation Deadline
2024-04-01 2024-06-30

Complete

Infrastructure ordered
The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.

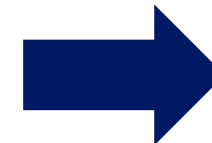
Indicators Files Activities

No indicators have been added

Add Indicator

Click the "Indicators" tab to be able to add an indicator.

Click "Add Indicator" to add a measurable metric to the milestone.



Add an indicator to your milestone

Existing milestone indicators
Select one of the previously defined indicators

Please select

Add new indicator

Cancel Save

Choose an indicator from the ones you have previously used.

Or add a new indicator by clicking "Add new indicator".

Indicator details

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Add an Indicator

After clicking “Add new indicator”, the following will show.

The form is divided into two main sections. The first section, titled "Title (Required)", contains a text input field with the value "Lab" and a character count "3 / 80". Below this is a "Numeric indicator" toggle switch, which is currently turned off. The second section, titled "Set target for this indicator", contains another toggle switch, which is currently turned on. Below this is a text input field for the target value, with the value "2". At the bottom of the form are "Cancel" and "Add" buttons. A "Save" button is shown at the bottom right of the slide.

Title (Required)
Provide a short title to define this indicator

Lab 3 / 80

Numeric indicator
Should this indicator be numeric? Please toggle on to enable this

Cancel Add

Set target for this indicator
Toggle on to set the target you aim to reach at the milestone deadline

Target for this milestone deadline

2

Cancel Save

Give your indicator a title.

Use the toggle if the indicator is numeric.

Press “Add” to either create your new indicator if it is not numeric, or to move on to the target if the indicator is numeric.

If you used the toggle above, you need to use this toggle for the field underneath to appear.

Specify the numeric target for the milestone.

Press “Save” when you have filled out all details.

Update status on and provide learnings to the milestone indicator

3

Add an Indicator

Now the milestone box will include an indicator.

The screenshot shows a 'Milestones' interface. At the top, there's a header 'Milestones'. Below it, a milestone card is displayed with the following details: 'Initiation' (2024-04-01) and 'Deadline' (2024-06-30). The card title is 'Infrastructure ordered' with a description: 'The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.' Below the description, there are tabs for 'Indicators (1)', 'Files', and 'Activities'. An 'Add Indicator' button is visible. The indicator card shows 'Lab' with a text area 'Add status and learnings here..' and a progress indicator '0 / 2'. There are trash and edit icons next to the indicator card.

- Use the pen to add status and learnings during the process.
- Use the trashcan to delete the indicator.

When editing the indicator, you can provide status and learnings and update the numeric target for the indicator.

The screenshot shows an editing modal for an indicator. It has a title 'Lab' and a text area 'Add status and learnings here..'. Below the text area is a numeric input field showing '0 / 2'. At the bottom, there are 'Cancel' and 'Save Indicator' buttons.

How to add a file

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Add Files

...to help you keep track of the progress towards achieving the milestones, or to help you document that the milestone is reached.

Click the "Files" tab to be able to add a file.

Click "Add File" to add a file to the milestone.

Milestones

Initiation 2024-04-01 Deadline 2024-06-30 Complete

Infrastructure ordered
The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.

Indicators (1) **Files** Activities

No files have been added

Add File



Add a file to your milestone

Description

Time schedule for reaching the target

37 / 80

Provide a short description on how the file will help your progress towards the milestone.

File (Required)

Select a file to upload

Upload file

Upload the file by clicking "Upload file" and select the relevant document.

Timetable.docx

Cancel

Save

Press "Save" when you have filled out the details and uploaded the file.

How to associate your milestone with an activity

5

Add Activities

...to help you keep track of the progress towards reaching the milestones.

Milestones

Initiation Deadline
2024-04-01 2024-06-30

Complete

Infrastructure ordered
The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.

Indicators (1) Files (1) **Activities**

No activities have been added

Add Activity

Click the "Activities" tab to be able to attribute an activity.

Click "Add Activity" to add an activity to the milestone.



Add an activity to your milestone

Supporting activities
Select activities that support you in reaching this milestone. The activities to select from are the ones added in the initiative and report details.

Other

Cancel **Save**

Use the down-arrow to select the activity you want to add.

Press "Save" when you have chosen the supporting activity.

Before completing the milestone

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When the Milestone is reached

Before adding that the milestone is completed make sure that you have:

- Added status and learnings to the indicator
- Uploaded any relevant files
- Associated any relevant activities
- Written the correct initiation date

When this is done you are ready to change the status of the milestone to completed.

The milestone will be locked for modifications once it has been completed.



Milestones

Initiation 2024-04-01 Deadline 2024-06-30 Complete

Infrastructure ordered
The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.

Indicators (1) Files (1) Activities (1)

Add Indicator

Lab
Add status and learnings here..
0 / 2

Click "Complete" to start the completion process.

How to complete the milestone

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When the Milestone is Reached

After clicking “Complete” this window will show.

Complete Milestone?

Are you sure you want to complete this milestone? This action will lock the milestone, preventing any further updates, and it cannot be unlocked.

Completion date (Required)
Select the actual date of meeting your milestone

2024-06-28

Cancel Save

To complete the milestone, add the completion date.

Click “Save” to mark the milestone as completed.



Now the red “Complete” symbol has changed to a blue “Completed” symbol.

Milestones

Completed

Initiation	Deadline	Completion date
2024-04-01	2024-06-30	2024-06-28

Infrastructure ordered

The core equipment has been ordered from the manufacturer(s) and, if required, then tender process completed.

Indicators (1) Files (1) Activities (1)

Lab

0 / 2

The lock indicates that the milestone is completed and is no longer editable.

More help and information about reporting in Foundgood

- Who should I contact if I have technical problems, like issues related to login? – Write to support@foundgood.org
- Who should I ask if I have questions about the content of my report? – Write to reporting@novo.dk
- An online guide to Foundgood is to be found on our webpage <https://novonordiskfonden.dk/foundgood-updated/> and more information about reporting in general is at your webpage <https://novonordiskfonden.dk/en/impact/reporting/?tab=foundgood>

Please note Foundgood is only used for monitoring of the project. All major changes, e.g., extensions of grant, budget revisions, changes of staff category MUST be submitted as a change request in NORMA and approved by the NNF.