**Project Progress Report ST4A Grow Phase: Company Name**

*Name Entrepreneur:*

*Country:*

*Date of visit:*

*Assessor’s name and function*:

This report offers a comprehensive overview of a project's journey through the ST4A Grow Phase. It begins with the pre-assessment, which, guided by the OVO Selection Criteria, evaluates the project's eligibility for the program while also analyzing the needs and motivation of the applying company. Subsequently, the report tracks the project's progress throughout the Development Phase, ensuring alignment with program objectives and ongoing growth.

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| 1. **Project Information - General** | |
| **1.1. Project description**  Provide an overview of the project, including its goals, keyactivities, and any unique features. |  |
| **1.2. Sector**  Specify the industry sector where the project operates (e.g., agriculture, manufacturing,..) |  |
| **1.3. Address**  List the exact address of the project, including headquarters and other important sites |  |
| **1.4. Missing skills**  Identify specific skills the organization lacks (e.g., communication, finance) and their impact on the project |  |
| 1. **Pre-assessment meeting – Selection Phase** | |
| **2.1. General information**  Summarize your overall impression and key insights gained during the visit |  |
| **2.2. People – Social**  Discuss the company’s social impact and engagement with employees and the community. |  |
| **2.3. Planet – Environmental**  Inquire about the company’s environmental practices, application to circular economy principles and sustainability efforts |  |
| **2.4. Profit – Financial**  Ask about the company’s financial management, profitability, and whether it operates primarily in Africa with majority African ownership. Confirm how long it has been registered, which turnover is achieved achieved a turnover in the last fiscal year, and which investment is required. |  |
| **2.5. Technology**  Investigate how (sustainable) technology is utilized within the project to enhance operations. Assess the level of innovation in its products, processes, technologies, or materials compared to local conditions. |  |
| **2.6. Entrepreneurship**  Evaluate the entrepreneurial drive and team dynamics based on pre-screening assessment. |  |
| **2.7. Missing documents**  Request any outstanding documents from the Compliance Document List not submitted during the application. |  |
| **2.8. Impact Indicators OVO**  **Direct number of employees**  (Compensation $ or €/ day or month by function compared to country law (standards)  **Direct number of female employees**  Compensation $ or €/ day or month by function compared to country law (standards)  **Direct number of young employees (>= 16 years and < 35 years)**  Compensation $ or €/ day or month by function compared to country law (standards)  **Gross/margin/year per employed person**  Total Number of Employees divided by Gross Margin of the Company  **Kilograms of waste eliminated per year per kilogram of product produced or service provided**  Through prevention, reduction, reuse, and recycling efforts.  **Number of other partnerships established by the projects through access to OVO Network** | **Direct number of employees:**    **Direct number of female employees:**  **Direct number of young employees (>= 16 years and < 35 years):**  **Gross/margin/year per employed person:**  **Kilograms of waste reduced per year per kilogram of product produced or service provided:**  **Number of other partnerships established by the projects through access to OVO Network:**  If not applicable, you can indicate: NA |
| 1. **Boostcamp – Selection Phase** | |
| **3.1. Analysis Business Model Canvas**  Describe briefly the different key aspects of the business model canvas. | * *Key Partners: List the essential partners that support the business.* * *Key Activities: Identify the core activities of the company.* * *Value Proposition: Highlight what makes the products or services unique.* * *Customer Relationships: Explain how the company manages its relationships with customers.* * *Distribution Channels: Mention the channels used to reach customers.* * *Customer Segments: Describe the primary customer segments.* * *Key Resources: List the resources necessary for the company’s operations.* * *Cost Structure: Outline the major costs incurred by the company.* * *Revenue Streams: Detail the revenue streams for the business.* * *Societal Impact: Provide a brief description of the company’s societal impact, including effects on the community and environment.* |
| **3.2. Coach observations**  Describe briefly your personal observations as a business coach on the project and entrepreneur. | * *Strengths: Identify the positive aspects of the business and the entrepreneur's skills.* * *Observed Challenges: Note the challenges or difficulties the entrepreneur faces.* * *Growth Prospects: Comment on the short- and medium-term growth potential.* * *Entrepreneur’s Experience: Evaluate the entrepreneur’s background, including prior ventures, involvement in parallel activities, and years of experience in formal or informal economies.* * *Engagement Level and Coachability: Assess the entrepreneur’s commitment to the process and openness to receiving coaching.* * *Current and Desired Future Impacts: Summarize the current and desired future impacts of the company in economic, social, and environmental terms.* |
| * 1. **Evaluation Boostcamp:**   Will the project enter the Develoment Phase? If not, explain why | * *Has the training clarified outstanding questions from OVO’s initial visit to the entrepreneur? Are the insights gained during the training consistent with the information in the initial visit report?* * *Describe what the entrepreneur and coaches will focus on in the following weeks in terms of improvements or actions.* |
| 1. **End of Development Phase** | |
| **Date** |  |
| **Explanation**  Will the project apply for the OVO Investment Committee and enter the Execution Phase? |  |

**If possible, please add pictures of the field visit to reinforce the report on the next page.**