Team Project Report (TPR) Measurement Handbook
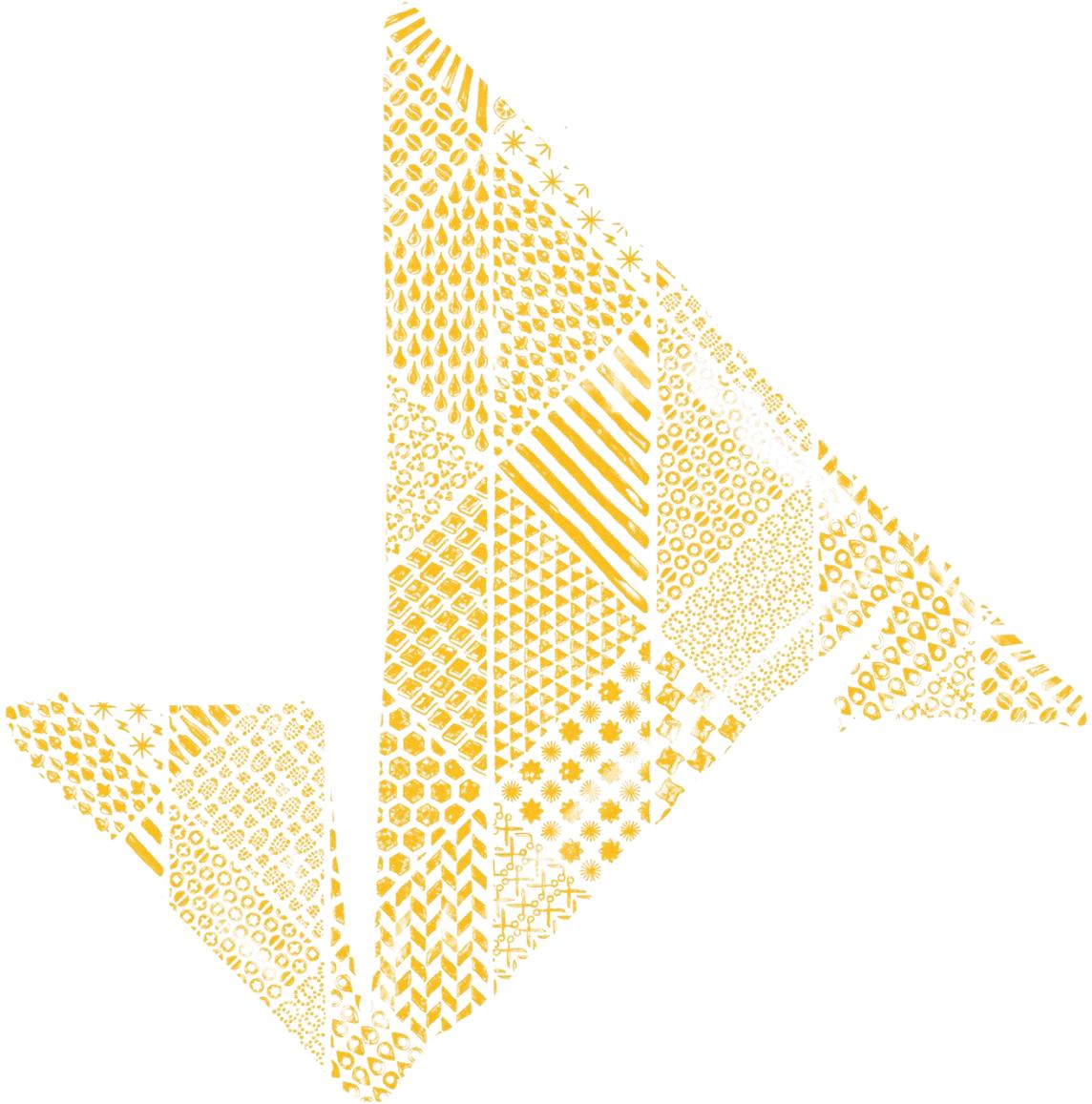
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Team Project Report (TPR)
Measurement Handbook

I.   Introduction

This handbook is intended to provide resources and guidance for the metrics on the TPR. Before filling out the form, please read through the ***Reporting Best Practices*** section. Then, you can start the form and follow along with our ***Form Walkthrough***. When you reach the section about People, Planet, and Prosperity you can reference the ***People Metrics***, ***Planet Metrics Resource Table***, and ***Prosperity Metrics*** sections. In the ***Planet Metrics Resource Table***, you'll find websites, converters, calculators, and journal articles that can assist with calculating certain metrics for your project. The ***People Metrics*** and ***Prosperity Metrics*** sections include examples of beneficiaries that could be reported under each metric.

If you need any additional assistance or have any questions, please email Global Programs at globalprograms@enactus.org.

II.   Reporting Best Practices

a. Pay attention to currency requirements when entering money amounts. The TPR requires that all amounts be converted from local currency to USD for reporting.

b. To prevent over-reporting and inaccuracy, only report your most reliable numbers. If you are unsure of a certain number for a metric, do not guess.

c. Report only actual numbers, not projected, or expected.

d. Check with your other team members to verify the numbers you have are correct and make sure everyone is in agreement with them.

e. Make sure you are ***ONLY*** reporting numbers from the period of 1 September 2021 to 31 August 2022, if your project is continuing from a previous year.

f. When entering money or impact amounts, do not use commas. For example, if your team's project profit is $2,000, enter "2000" or "2000.00" in the box.

g. Be aware of the required units for metrics when reporting your numbers. For example, CO_2 reduction should be reported in metric tons.

h. When you enter a number, double-check to make sure it is correct. It's easy to make typos or accidentally add an extra zero at the end.

III.   Form Walkthrough:

Note: Fields with * after them are mandatory

Completed By (Name):	
Individual Type:	○ Advisor ○ Student

Please enter your name, then indicate if you are a student or advisor.

Please indicate whether or not your institution offers Enactus as a course for credit:	○ Yes ○ No *

For this question, please enter "yes" if Enactus is offered as a course in your university, and "no" if that is not the case.

Select your Enactus Team's source(s) for revenue (indicate total amount in USD):

Institutional Support:		*
Business Advisory Board (BAB):		*
Non-BAB Donations:		*
Team Entrepreneurial Activities:		*
Grants:		*
In-kind Donations:		*
Other:		*

Please enter the amount received from each of the sources above. Definitions for each source are provided below. Note that the **amount should be provided in United States Dollars or USD**. Use this link to convert your local currency into USD. Make sure you enter your amounts with no commas.

Definitions:
- Institutional support: Any revenue directly received from your university, department, or faculty
- Business Advisory Board: Contributions made by board advisory members
- Non-BAB Donations: Other individual donations received by your team

- Team Entrepreneurial Activities: Fundraising events, crowding sourcing, or other activities conducted to gather revenue
- Grants: A financial award given by a company, foundation, or government
- In-Kind Donations: Any non-monetary donation made such as voluntary hours of work, free equipment provided etc.
- Other: Revenue received from sources not listed above

Does your team actively promote its online presence through any of the following sites:

Facebook URL:

Twitter URL:

YouTube URL:

LinkedIn URL:

Team Website URL:

Other URL:

If social media pages were created for your project, please enter them below. Do not link to individual posts or personal accounts where you may have shared the project. Other URL could include social media not listed (For example, Instagram, Tik Tok)

Project Title: *

Project Title refers to the name (or working name) of your project.

Project Country: *

Make sure you are entering the country where the project is making an impact. Do not confuse this with your team's Enactus Country. However, they can be the same if your project takes place in your team's Enactus Country.

Project Status: ○ New   ○ Continuing

If your project was created within the last school year and you have never filled out a TPR for it previously, please select "new." If you have filled out a TPR for your project in the past, please select "continuing."

Presenting Project at Competition?:   ○ Yes   ○ No   *

If you are planning to present your project at your Enactus Country's National Event (including Opening round, Early Stage, etc.) select "Yes." If not, select "No."

Project Start Date:		*	Year: *
Project End Date (if applicable)			Year:

Enter the month your project was created in the first box. In the second, enter the year. If your project is closed (not active), enter the date it ended.

Target Audience:	

Please describe the people your project is meant to impact or benefit (500-character limit)

Project Description:	*

Provide a brief statement of needs and detail how your Enactus team activities helped drive measurable outcomes for the project beneficiaries (1,000-character limit).

Who owns or shares ownership of this project?	O Team O University O Other:

If your team owns your project, please select "Team." If your project is owned by your university or college, select "University." If your project is owned by an investor, faculty, or other entity, please select "Other" and specify.

How is this project organized?	O Team Project O Legal Business O Non-Profit/NGO O Other:

If your project is a team project, select "Team Project." If your project is a legal business, select "Legal Business." If your project is a non-profit or a non-governmental organization, select "Non-Profit/NGO." If your project is none of the above, select "Other" and specify.

Do you have investors in this project?	O No O Yes:

If you have investors in your project, select "Yes." If you don't have investors in your project, select "No."

| What was your profit/loss last year (USD)? | ○ Profit ○ Loss | Amount: | |

Please provide the amounts your project profited and lost last year. Note that the **amount should be provided in United States Dollars or USD**. Use this link to convert your local currency into USD.

| What does your project require to effectively scale: | | *

Effective scaling is to grow or expand significantly and effectively while increasing positive impact. Think about your project and what you would need to achieve this. Then enter your specific requirements. (1,000-character limit)

| How will this project be sustainable beyond 5 years? | | *

Please explain how your project will be sustainable beyond 5 years. This means demonstrating a measurable lasting improvement of people, the planet, and prosperity. (1,000-character limit)

United Nations Global Goals

| Select the United Nations Global Goal primarily addressed by your project. | |

Pick the United Nations Global Goal that is primarily addressed by your project. If your project addresses multiple, pick the one that is *most* relevant.

Ages of individuals impacted

0−6 years old:	
7−18 years old:	
19−25 years old:	
26 and up years old:	
TOTAL AGE DIRECTLY IMPACTED:	

Enter the number of individuals directly impacted by age. Include people who have gained new knowledge, skills, or resources, or have experienced a positive change in their everyday life as a direct result of your project.

Total age directly impacted should be a sum of all the inputs in this section.

Gender of individuals directly impacted

Male:	
Female:	
Other Amount:	
Other (please specify description):	
TOTAL GENDER DIRECTLY IMPACTED:	

Enter the number of individuals directly impacted by gender. Include people who have gained new knowledge, skills, or resources, or have experienced a positive change in their everyday life as a direct result of your project.

Other amount' could include non-binary individuals or individuals where gender is unknown. Please be sure to specify what your other amount includes.

Project Partners

Number of Project Partners:	
Name your Project Partners:	

If your project has partners, fill in the number of project partners and name them. (2,000-character limit) If your project has no project partners, skip this section and move on to the next section.

Project Hours

Student Hours of Involvement (this project only):	*

Please sum up the number of *student* hours put into this project. Do *not* include time spent on other Enactus projects.

Project Totals

Total project expenditures (in USD):	*
Total project revenue (in USD)	*
Total project profits (in USD):	*

In the "Total project expenditures" box, enter the total amount spent on your project. In the "Total project revenue" box, enter the total amount of revenue your project has made. In the "Total project profits" box, enter your total project profits. This should be your total revenue minus expenses, debts, additional income streams, and operating costs.

Remember all totals should be in *USD.* Use this link to convert your local currency into USD.

For metrics in the People, Planet, and Prosperity section, use the sections below for guidance.

IV.   People Metrics

Note: The examples for the following metrics are not exhaustive, they are meant to provide a starting point and help make sure beneficiaries are being reported under the appropriate category.

> Number of people who have been lifted above
> the poverty line:

According to The World Bank, the International Poverty Line (IPL) is USD 1.90 a day. This amount is in United States Dollars. Please use this link to identify the appropriate amount for your country Please enter the number of people your product or service lifted above the IPL.

> Number of people with access to new/improved
> affordable healthy food:

Please enter the number of people your project gave access or improved access to affordable and healthy food. Examples of beneficiaries that may be included in this metric include people for whom your project provided sustainable farming training, people who benefited from improved food distribution chains as a result of your project or those who received nutritional supplements through your project.

Note that "affordable" is meant to be relative to the specific community your project is impacting.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of people with new/improved services and/or products that improve health and well-being:

Please enter the number of people your project provided new/improved services and/or products that improved health and wellbeing. This could include people that gained access to better medical treatments, improved disease prevention methods, or longer life expectancies through your product or service.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of people with access to new/improved education:

Please enter the number of people your project gave new or improved education. Beneficiaries that may be included are people who received tuition support, those who received services related to vocational training, people reached through literacy promotion campaigns in the community, or students/adult learners in the community that benefitted from teacher training.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of women/girls with new/improved skills and knowledge that advance their equality:

Enter the number of women/girls who have received new/improved skills and knowledge that advance their equality because of your project. This may include women who have received equality training or education through your project's service or product.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of people with new/improved entrepreneurial skills and/or workforce training:

Please enter the number of people your project has provided new or improved entrepreneurial skills and/or workforce training. Examples of the beneficiaries that may be reported here are people who received direct training or benefitted through other products and services that helped improve their entrepreneurial skills and/or job readiness.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of people with new/improved sustainable agriculture skills and practices:

Enter the number of people your project has provided new/improved sustainable agriculture skills and practices. This may overlap some with the previous metric "number of people with access to new/improved affordable healthy food."

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

V.   Planet Metrics Resource Table

Note: To use the table, first look under the **_Supported Metric(s)_** column to locate the specific metric you want to learn more about. Then, look at the **_Purpose_** column to find out what the purpose of the provided resource is. To access the resource, look under the **_Resource_** column to find the link. The **_Source_** column tells you where a resource originated. **_Additional Info_** gives you extra information and links you may find helpful relating to the resource.

Resource	Source	Purpose	Supported Metric(s)	Additional Info
Greenhouse Gas Reductions Calculator	StopWaste	GHG calculator to estimate the impact of waste reduction practices, expressed in tons of carbon dioxide saved	- Metric tons of CO2 or equivalent emissions reduced	- Works for commonly recycled or composted materials
Greenhouse Gas Equivalencies Calculator	EPA	Convert greenhouse gas emission numbers into different types of equivalent units	- Metric tons of CO2 or equivalent emissions reduced - Metric tons of glass, plastic, electronic, paper, and other	- Works for emissions and energy data - Calculations and References

Resource	Source	Purpose	Supported Metric(s)	Additional Info
			reduced, reused, or recycled	
WARM (Waste Reduction Model)	EPA	Tracks greenhouse gas emissions reductions, energy savings, and economic impacts from several different waste management practices	- Metric tons of CO2 or equivalent emissions reduced -Metric tons of glass, plastic, electronic, paper, and other reduced, reused, or recycled	- Users Guide
Pollution Prevention Greenhouse Gas Calculator	EPA	Calculates GHG emission reductions from electricity conservation, green energy, fuel and chemical substitutions, water conservation, and improved materials management	- Metric tons of CO2 or equivalent emissions reduced - Tons of glass, plastic, electronic, paper, and other reduced, reused, or recycled	- Guidance
2019 Refinement to the2006 IPCC Guidelines for National Greenhouse Gas Inventories	IPCC	Provides methodologies for estimating national inventories of anthropogenic emissions by sources and removals by sinks of greenhouse gases	- Metric tons of CO2 or equivalent emissions reduced - Tons of glass, plastic, electronic, paper, and other reduced, reused, or recycled	- Volume 1: General Guidance and Reporting - Volume 2: Energy - Volume 3: Industrial Processes and Product Use - Volume 4: Agriculture, Forestry, and Other Land Use - Volume 5: Waste

Resource	Source	Purpose	Supported Metric(s)	Additional Info
Inventory of U.S. Greenhouse Gas Emissions and Sinks	EPA	Provides a comprehensive accounting of total greenhouse gas emissions for all man-made sources in the United States	Metric tons of CO_2 or equivalent emissions reduced - Tons of glass, plastic, electronic, paper, and other reduced, reused, or recycled	- US specific - 2021 Report Complete Report
SDG Tracker	Global Change Data Lab	Provides indicators that measures progress towards the Sustainable Development Goals	-People, Planet, and Prosperity metrics	

VI. Prosperity Metrics

Note: The examples for the following metrics are not exhaustive lists, they are meant to provide a starting point and help make sure beneficiaries are being reported under the appropriate category.

> Number of people with new/improved access to safe and affordable drinking water and sanitation:

Enter the number of people who have new or improved access to safe and affordable drinking water and sanitation because of your project. Examples of beneficiaries can include people your product or service provided improved water sources to, or projects relating to water filtration, hygiene products, sanitation, and menstrual health.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

> Number of people with new/improved access to a clean, sustainable energy source:

Please enter the number of people your project provided new/improved access to a clean, sustainable energy source. An example of a beneficiary who fits in this metric is someone who received access to a source of renewable cooking fuel.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of new businesses created:

Number of new businesses refers to the number of businesses that were created because of your project. This should include businesses created by beneficiaries by using your product or service.

Number of new job opportunities created:

Please 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.

Number of people who have obtained employment:

Enter the number of people who have obtained employment because of your product. This should include beneficiaries who, with the help of your product or service, were able to gain employment.

Number of people with new/improved access to information:

Please enter the number of people with new/improved access to information. Examples of beneficiaries included in this metric could be people who your project has provided internet services, access to computer labs, and training in technology literacy.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

Number of people with new/improved adequate, safe and affordable housing and basic services (transportation, etc.):

Enter the number of people with new/improved adequate, safe, and affordable housing and basic services (transportation, etc.) as a result of your project. This may include beneficiaries who received improved home insulation materials, bike repair tools, and transportation accessibility for the disabled population.

Note that "adequate" is meant to be relative to the specific community your project is impacting.

Include both people who were exposed to such access for the first time, and those for whom your project provided a significant improvement to existing access.

VII.   Additional Support

If you need additional support or have any questions, please contact globalprograms@enactus.org.

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