



TEAM PORTFOLIO REPORT UPDATES & TIP CARD

Each team is required to complete the Team Portfolio Report (TPR) to be eligible to compete at the US National Exposition. Non-competing teams are required to complete the TPR by the end of the academic year. This form allows us to compile data relevant to the organization, helps us seek partner and sponsorship opportunities, and helps us track the progress of Enactus teams across the globe. The TPR is not shared with judges at competition and does not impact the outcomes of competition in any manner. We ask that teams report all projects they have worked on throughout the past academic year, not just those being presented at competition. This form has been edited this year to align with the Project Charter and the Project Report (global requirement). This tip card has been developed to notify teams of changes to the TPR since last year and to help guide you through filling it out.

THERE ARE 11 STEPS TO COMPLETE IN THIS REPORT:

1. Team Information
2. Project Information
3. Business Advisory Board Members
4. Team Funding
5. Partnerships & Collaborations
6. Working Outside Your Home Country
7. Jobs & Internships
8. Online Presence
9. Enactus Support
10. Team Roster
11. Verify and Submit

Below is a list of sections in the TPR for which we have made changes/updates this year.

PROJECT INFORMATION

Project Details – There are 5 additional questions in this section this year.

1. Who owns or shares ownership of this project? (multiple choice)
2. How is the project organized? (multiple choice)
3. Do you have investors in this project? (multiple choice)
4. What does your project require to effectively scale? (open-ended)
5. How will this project be sustainable beyond 5 years? (open-ended)

UN Sustainable Development Goals (SDGs) – Updated this year to only require one SDG be selected in relation to each project. When selecting the required goal, please choose the one most closely aligned with the goals for your project.

PROJECT METRICS

Direct Impact –

Updates have been made to the age/gender categories. These categories will be reported separately, and the cumulative total of people impacted within these categories will need to equal the number reported in the "Total Number of Individuals Directly Impacted". For example, if you claim you have directly impacted 20 women and 20 men, your total direct impact will need to equal 40. The report will not allow you to move on without aligning these totals.

Helpful Definitions for Impact:

Direct Impact - The number of people directly impacted refers to those who were direct beneficiaries of your project and who were impacted through the direct work of the team. For example, if your team were to train beneficiaries in a new skill, only those beneficiaries should be counted. Their family, or anyone who benefits from their new skill is an indirect impact. If your team trains a trainer, who then trains other people, the trainer is directly impacted, while those who receive training from that person directly trained by your team are indirectly impacted. *Impact* is defined as empowerment. Empowerment equals

knowledge and skills *plus* implementation. Impact is achieved when a project produces outcomes, the final stage of measurement after outputs.

ANNUAL REPORTS Please note the Annual Report, which is required for all teams planning to compete at the National Exposition, can now be uploaded to the TPR. For competing teams, this upload feature will take the place of turning in hard copies of your annual report at the check-in booth at competition. We will only be accepting Annual Reports via the TPR, and the TPR cannot be submitted until a current annual report has been uploaded.

This data is important for guiding how we evaluate our Program and identify ways to offer better resources and tools to teams. Hopefully, these changes will make the submission of the report data easier. Understand, our Program team is available to answer your questions and provide assistance when completing your Team Portfolio Report. Staff contact information is listed below and can also be found on our website: https://www.enactusunitedstates.org/program_staff

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