

3rd Project Writing Camp:
SME Instrument Phase 1
Session 3: IMPLEMENTATION

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WE OFFER THREE • KINDS OF SERVICE

GOOD • FAST • CHEAP

YOU CAN PICK ANY TWO



GOOD & CHEAP WONT BE FAST

GOOD & FAST WON'T BE CHEAP

FAST & CHEAP WON'T BE GOOD

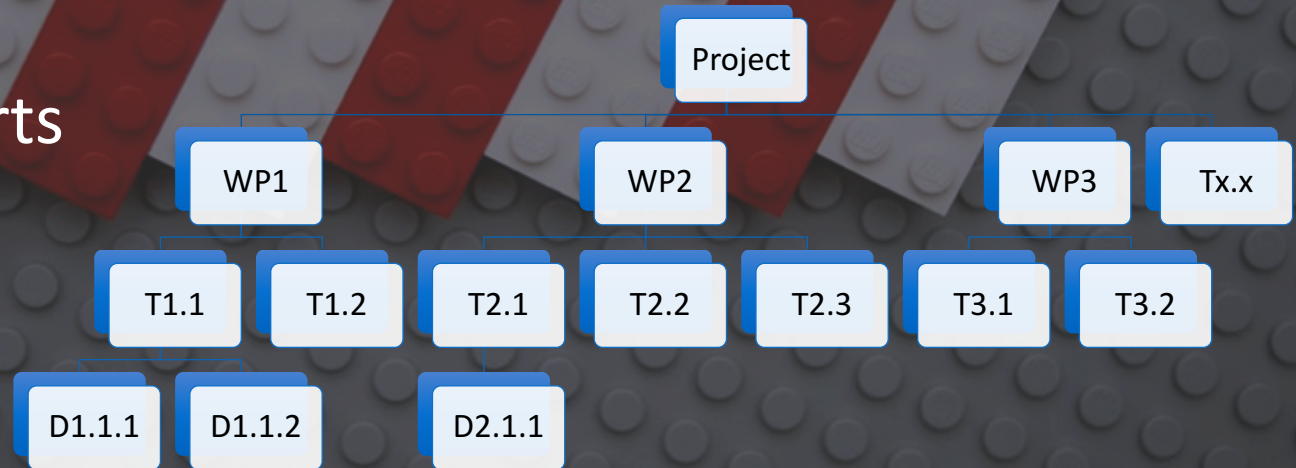
Some basics on PM

- Don't forget that it is a **PROJECT**.
- **Time** involved (start - end)
- **Cost** (total budget)
- **Scope** (what we deliver)
- **QUALITY:** expectations



What is WBS: Work Breakdown Structure

- A hierarchical decomposition of a project's tasks with deliverables.
- It breaks the job down into smaller parts
- Easily manageable
- Scheduled
- Allocate Resources
- Assign Costs



What tools to use?

- Simple Hierarchical List
- Gantt Chart
- Pert Chart
- Critical Path
- Resource Allocation Tables

Try the simplest. Focus on the project not the tools.

What does a Work Plan tell us?

- What work will be **done (our Scope)**?
- How will the work be **organized**?
- How will it be **reported** and **verified**?
- What are the **risks** that something goes wrong?

How should you start?

Very easy for SME Instrument Phase 1!!

Don't Panic.

Douglas Adams

 quote fancy

Section 3: IMPLEMENTATION

• 3.1 Work Plan

**!! In SME INSTRUMENT
PHASE 1: ONLY 1 WP !!**

- ONE (1) WP for Feasibility Assessment
- ONE (1) DELIVERABLE = Feasibility Report (including business plan)

• 3.2 Management structure and procedures

- Organisational structure and decision-making (Complexity, scale, Innovation, Risks)

• 3.3 Consortium as a whole *(if applicable)*

- Not individual partners presentations. Members' complementarities.

• 3.4 Resources to be committed *(Only one table)*

Form of costs	A. Feasibility study/Direct and indirect costs of the action	Total costs	Reimbursement rate %	Maximum EU contribution	Maximum grant amount
Lump sum	50.000 €	71.429 €	70%	50.000 €	50.000 €

Single Aim & Objective

- **Aim:** Validate your Assumptions through research
- **Objective:** Draft comprehensive Business Plan (*incl. risk assessment, commercial, financial, resource plan, for full implementation*)

One WP but many Tasks

WP number	X			Start Date			MX	
WP title	...							
Participant number	1	2	3	4	5	6	7	
Short name of participant								
PMs per participant								
<p>Objectives</p> <p>WPX includes ...</p> <p>Amongst the objectives of WPX are:</p> <ul style="list-style-type: none"> • ... • ... 								
<p>Tasks</p> <p>Task X.X. ...(Lead: ...):</p> <p>Task X.X. ... (Lead: ...):</p> <p>...</p>								
<p>Deliverables</p> <p>DX.X – [MX, MX, MX, Report]. ...</p>								

Consortium as a whole

Complementarity between participants

- Describe the **consortium**
- How will it match the project's objectives, and **bring together** the necessary expertise?
- How do the members **complement** one another (and cover the value chain, where appropriate)?
- In **what way** does each of them contribute to the project?
- Show that each has a **valid role**, and **adequate resources** in the project to fulfil that role
- If applicable, describe the **industrial/commercial involvement** in the project to ensure exploitation of the results and explain why this is consistent with and will help to **achieve the specific measures** which are proposed for exploitation of the results of the project.

Questions ?



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Teşekkür ederim!

Thank you!

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