This project is co-financed by the
European Union and the Republic of Turkey

Bu proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından
finanse edilmektedir

"H2020 Teaming Call – Project Writing Camp"

Section 3 - Implementation

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Overall structure of the work plan

- What work will be **done**?

- How will the work be **organized**?

- How will it be **reported** and **verified**?

- What are the **risks** that something goes wrong?

Basic definitions

- **'Work package'** means a major sub-division of the proposed project

- **'Deliverable'** means a distinct output of the project, meaningful in terms of the project's overall objectives, and constituted by a report, a document, a technical diagram, a software etc.

- Overall **structure** of the work plan

- **Timing** of the different work packages and their **components** (Gantt chart or similar)

- Detailed **work description**:

  - a description of **each work**

  - a list of **work packages**

  - a list of **major deliverables**

- **graphical presentation** of the components showing how they **inter-relate** (Pert chart or similar)

- Give **full details**

- Base your account on the **logical structure** of the project and the stages in which it is to be carried out.

- Include details of the **resources** to be allocated to **each work package**.

- The number of work packages should be **proportionate** to the scale and complexity of the project.

- Resources assigned to work packages should be **in line** with their objectives and deliverables.

- You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that **progress can be monitored**, including by the Commission

- You are advised to include a distinct work package on **'Management'** and to give due visibility in the work plan to **'dissemination and exploitation'** and **'communication activities'**, either with distinct tasks, or possibly distinct work packages.

List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month
WP1	WP1 title e.g. Project Management	xx e.g. 1		e.g. 2.00	e.g. M01	e.g. M12
WP2	WP2 title					
WP3	WP3 title					
WP4	WP4 title					
WP5	WP5 title					
WPXX	WPXX title					
	Total months			**XX**		

Work package description

For each work package

Work package number	WP1	Start Date or Starting Event		Mxx
Work package title	Project Management			
Participant number	1			2
Short name of participant	XX			XX
Person/months per participant:	2.00			0.00

Objectives
- To ensure coordination and management of activities within the Project.
- ..

Description of work
Management of the Project will ensure the execution of the contract...

Task 1.1: Task title (Leader: XX, Duration: MXX-MXX)

Deliverables
[D1.1 Deliverable title]: (Leader: XX, MXX, Type, Dissemination level)

List of major deliverables

- Deliverable numbers in order of **delivery dates**
- Use the **numbering convention** <WP number>.<number of deliverable within that WP>.
- **Type:** Use one of the following codes:
  - **R:** Document, report (excluding the periodic or final report)
  - **DEC:** Websites, patents filing, market studies, press & media actions, videos, etc.
  - **OTHER:** Software, technical diagram, etc.

List of major deliverables

- Dissemination level, use one of the following codes:
  - **PU** = Public, fully open, e.g. web
  - **CO** = Confidential, restricted under conditions set out in Model Grant Agreement
  - **CI** = Classified, information as referred to in Commission Decision 2001/844/EC.
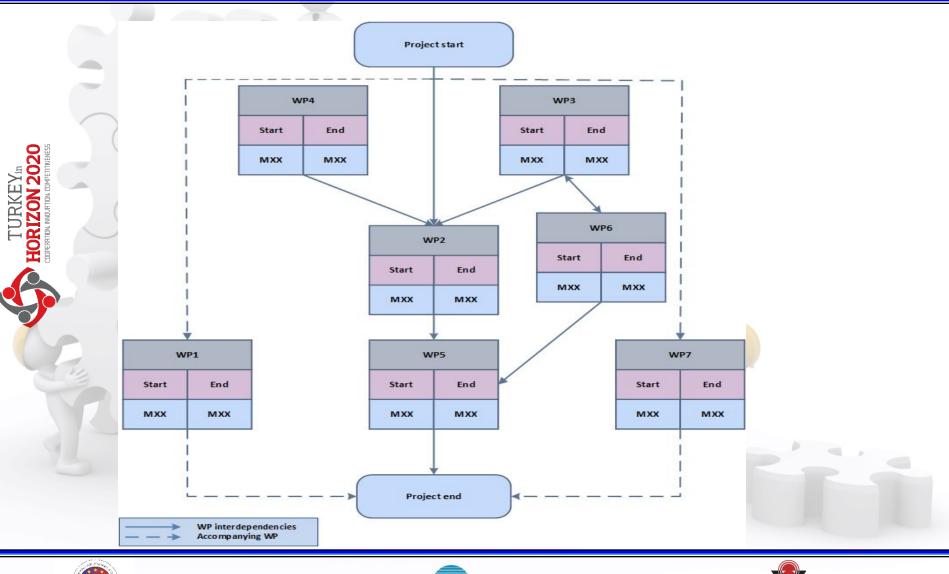- Delivery date: Measured **in months** from the project start date (month 1)

Del. No.	Deliverable name	WP No.	Lead participant	Type	Dissemination level	Delivery date
1						
2						
3						
4						

Pert chart

Gantt chart

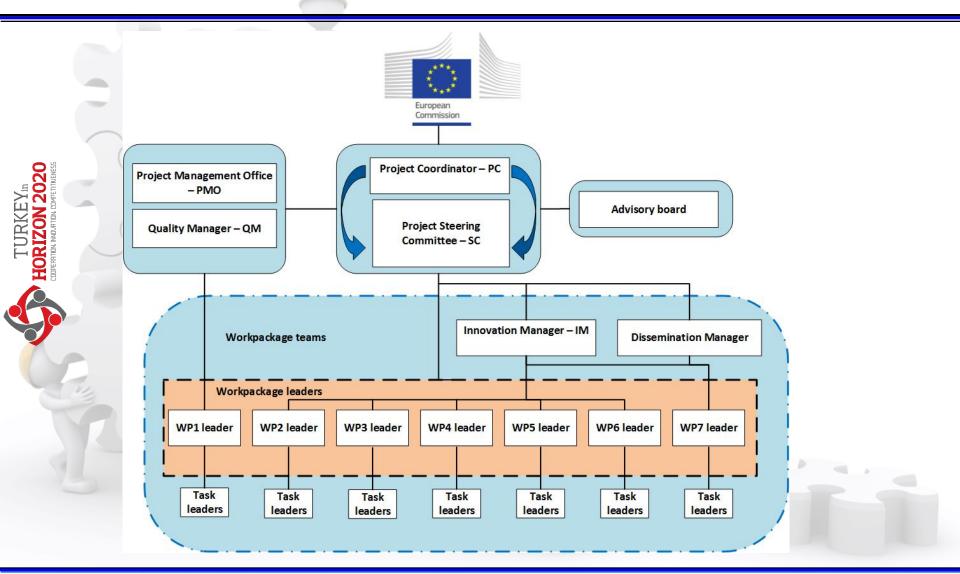| Work packages/Tasks	Duration	Duration Months											
		1	2	3	4	5	6	7	8	9	10	11	12
WP1	**M01-M12**	■	■	■	■	■	■	■	■	■	■	■	■
T1.1	M01-M12	■	■	■	■	■	■	■	■	■	■	■	■
T1.2	M01-M12	■	■	■	■	■	■	■	■	■	■	■	■
WP2	**M01-M08**	■	■	■	■	■	■	■	■				
T2.1	M01-M04	■	■	■	■								
T2.2	M05-M08					■	■	■	■				
WP3	**M01-M30**	■	■	■	■	■	■	■	■	■	■	■	■
T3.1	M01-M09	■	■	■	■	■	■	■	■	■			
T3.2	M01-M09	■	■	■	■	■	■	■	■	■			
T3.3	M01-M09	■	■	■	■	■	■	■	■	■			
WP4	**M01-M30**	■	■	■	■	■	■	■	■	■	■	■	■
T4.1	M01-M03	■	■	■									
T4.2	M01-M03	■	■	■									
T4.3	M03-M12			■	■	■	■	■	■	■	■	■	■

Management structure and procedures

- Describe the **organisational structure** and the decision-making including a list of milestones

- Explain why the organisational structure and decision-making mechanisms are **appropriate** to the complexity and scale of the project

- Describe, where relevant, how effective **innovation management** will be addressed in the management structure and work plan

- Describe any **critical risks**, relating to project implementation, that the stated project's objectives may not be achieved. Detail any **risk mitigation measures**.
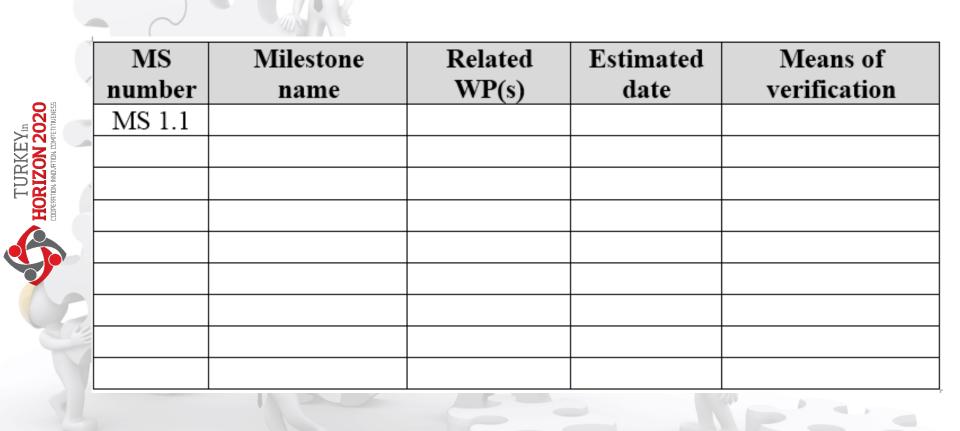
Organizational structure - example

Milestones

- Milestones' means **control points** in the project that help to chart progress.

- Milestones may correspond to the **completion of a key deliverable**, allowing the next phase of the work to begin.

- They may also be needed at **intermediary points** so that, if problems have arisen, corrective measures can be taken.

- A milestone may be a **critical decision point** in the project where, for example, the consortium must decide which of several technologies to adopt for further development.

List of milestones

MS number	Milestone name	Related WP(s)	Estimated date	Means of verification
MS 1.1				

Risk Management

Risk Description	WP(s)	Proposed risk-mitigation measures*(Initial Contingency Plan)*
Technical Risks		
Operational/Functional Risks		
Management Risks		

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.

Resources to be committed

- table showing number of person/months required

Participant number	Participant short name	WP1	WP2	WP3	WP4	WP5	WP6	Total Person Months
1								
2								
3								
Total P/M								

Resources to be committed

- table showing 'other direct costs' for participants where those costs exceed 15% of the personnel costs

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Questions?

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Teşekkür ederim!

Thank you!

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