



Bu proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından finanse edilmektedir
This project is co-funded by the European Union and the Republic of Türkiye



Technical Assistance for Turkey in Horizon 2020 Phase-II
EuropeAid/139098/IH/SER/TR

Focus Group Training 19 CL4 Digital & Industry

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Innovation Funding Manager
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Horizon Europe - Session 5: Preparing a project summary / Preparing a workplan structure

Snapshot of the interactive session



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- **Objective:** gain hand-on experience in elaborating project summaries and in organising proposed R&I activities (workplan structure)
- **Setting:** team work with optional role allocation considering team members to constitute the core partners of a proposal consortium
- **Training plan:**
 - Present scope and expected result of each exercise
 - Indicate alternative approaches that may be used
 - Define teams (in line with topics of interest and complementarity)
 - Teams work on their assignments
 - Teams share their experiences

The context



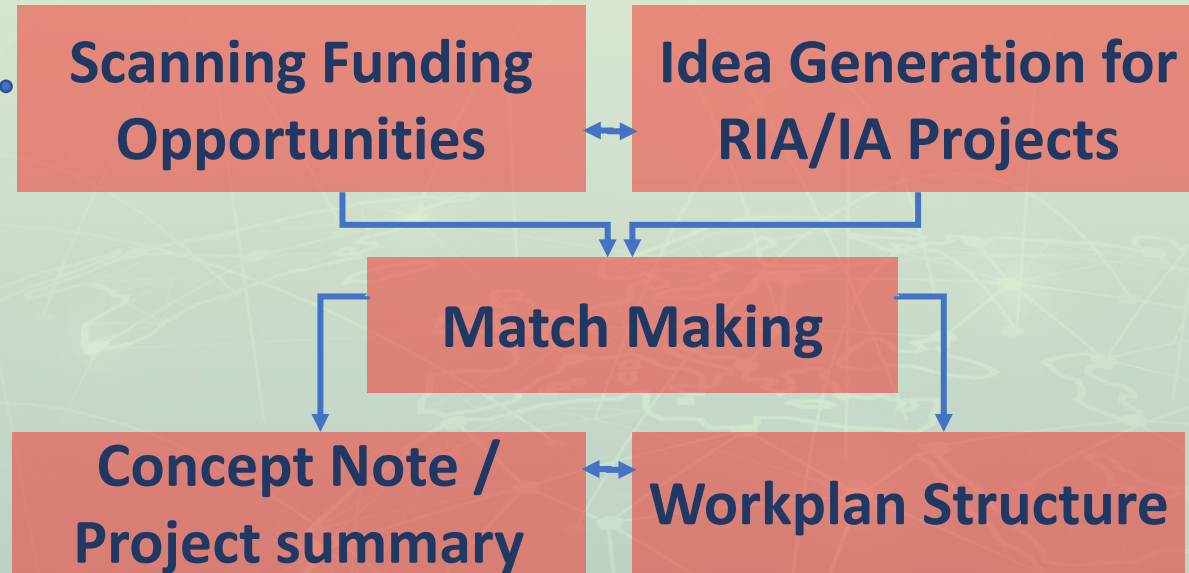
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Story – Setting – Context



Core Partners



Preparing a concept note & project summary



- ✓ **Concept note:** 1-2 paragraphs focusing on the aim & core elements of the concept and the HE topic
- ✓ **Project summary:** 2-4 pages including: the project's provisional title, rationale/ motivation, aim/objectives, ambition/ innovative elements, scope, concept overview, workplan, partners/ roles, key expected outcome/ impact, indicative budget & duration.

Indicative steps for the team work:

1. Select the relevant HE topic of the CL4 Digital Industry 2022 call
2. Read the scope & expected outcome of the topic and brainstorm ideas on how to address the topic's requirements
3. Define roles among the team members: e.g. leader/ co-leaders, one to keep notes, etc.
4. Generate discussion to define core objectives and innovative elements (1st deliverable: concept note)
5. Team members work in parallel in an online document (in separate parts)
6. All partners review and improve the document (2nd deliverable: summary)

How to prepare a project summary



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- ✓ **1st approach:** Start from a project idea/ need -> align with topic
- ✓ **2nd approach:** Start from the topic's requirements -> inject innovative elements and differentiation points
- ✓ **3rd approach:** Use the 'Impact Canvas' (needs, results, target groups, outcomes, impacts, D&E&C measures)
- ✓ **IA vs RIA / high vs low TRL**

Starting with the 'Impact Canvas'

Specific Needs (SN)	Expected Results (ER)	CDE Measures
Target Groups (TG)	Expected Outcome (EO)	Expected Impacts (EI)
	Scientific – Societal/ Environmental – Economic/Technological	Scientific – Societal/ Environmental – Economic/Technological

Preparing a workplan structure & task description



- ✓ List the descriptive titles of proposed workpackages and tasks
- ✓ Include a few explanatory lines per WP
- ✓ Sometimes it may be more convenient to start from the workplan structure to get into the project summary
- ✓ Task description: (around 10-20 lines)
 - ✓ Objective of the task
 - ✓ Activities undertaken (chronological order) and main roles/responsibilities
 - ✓ Relation with other tasks
 - ✓ Results/ deliverable(s)

Indicative steps for the team work:

1. Select the relevant HE topic of the CL4 Digital Industry 2022 call
2. Read the scope & expected outcome of the topic and brainstorm ideas on the activities that are needed to address the topic's requirements
3. Generate discussion to draft a concept note and the list of workpackages (1st deliverable)
4. WP leaders are defined and work in parallel in an online document to analyse their WPs into tasks and elaborate the description of one task
5. All partners review and improve the workplan structure (2nd deliverable)

How to prepare a workplan structure



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✓ **1st approach:** Focus on the concept's core (innovative) elements

- ❖ Organise core WPs in line with project objectives
- ❖ Organise core WPs in line with core technological developments

✓ **2nd approach:** Focus on the topic's core requirements (key words)

✓ **IA vs RIA / high vs low TRL**
(maturity in relation to risk & scale)

Choices to make:

- ❖ Iterative vs waterfall vs agile approach / hybrid approaches
- ❖ Requirement analysis & specifications activities
- ❖ Validation/ demonstration/ evaluation / impact assessment activities
- ❖ Horizontal WPs: project management, dissemination/ communication, exploitation / standardisation



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Q&A



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Teşekkür ederim!

Thank you!



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