INNOWWIDE PROJECT WORKPLAN

Organise your work packages and activities in a sequential manner. Work packages must be regarded with great importance and prepared with attention and detail. A successful work package structure will not only prove helpful during the evaluation stage, but also serve as the guiding path during the project’s execution.

The project duration is six months, equivalent to 26 weeks. Plan a realistic number of activities and deliverables that can feasibly be achieved within this timeframe.

The work presented in the work plan is the primary justification for the requested budget. The eligible activities that can be funded by Innowwide can be found in section *4.2. Eligible activities* in the Innowwide call guidelines. Other activities can be included in the workplan if they present a clearer project, but those cannot be included in the budget.

Include your project ID number and acronym in the footer of each page.

|  |  |
| --- | --- |
| **Applicant company** | **Country** |
|  |  |
| **Main subcontractor** | **Country** |
|  |  |
| Other minor subcontractor(s) – (optional) | Country |
|  |  |

# Gantt chart

*Add/delete rows in the Gantt chart as necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WORK PACKAGES** |  | **Start week** | **End week** | **Duration** |
| **WP 1** | **WP name** | **Task responsible** | **Week number** | **Week number** | **n. of weeks** |
| 1.1 | Task name | Who is performing the task | x | y | z |
| 1.2 | Task name | Who is performing the task | x | y | z |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **WP 2** | **WP name** |  | **Week number** | **Week number** | **n. of weeks** |
| 2.1 | Task name |  |  |  |  |
| 2.2 | Task name |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **WP 3** | **WP name** |  | **Week number** | **Week number** | **n. of weeks** |
| 3.1 | Task name |  |  |  |  |
| 3.2 | Task name |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Example *(delete this page before converting into pdf)*

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.**  | **Work package title** | **Start** | **End** |
| **WP 1.** | **Co-creation and technology uptake preparatory work** | **W1** | **W20** |
| **Objectives** |
| * To evaluate and define the technological (including the identification of upgrades, transfers and/or integration elements) and regulatory rules that must be complied to enter the [country] market.
* To identify and assess the different approaches that are required and could potentially be deployed for co-creating the technology for its market launch in [country] with the support from the local partner
 |
| **Tasks** |
| * 1. **Technology legal situation analysis – Organisation B (Subcontractor in the target country).**

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Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut venenatis sem quis pretium gravida. Duis quis velit erat. Duis mattis velit eu ante dignissim, at eleifend tellus accumsan. * 1. **Small-scale proof of concept – Applicant and subcontractor in the target country.**

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| **Deliverables** |
| **D1.1- Joint R&D&I project proposal** **D1.2- [Deliverable]** |
| **Milestones** |
| **ML1-** Identification of key stakeholders: [How this will be achieved] |
|  |
| **Risks and contingency plan** |
| **Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut venenatis sem quis pretium gravida. Duis quis velit erat. Duis mattis velit eu ante dignissim, at eleifend tellus accumsan.**  |

# Work packages

The planned activities to be performed in the six months of the Innowwide project are detailed next, and some intermediate and final deliverables and milestones listed.

*Add/delete work packages tables as necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.**  | **Work package title** | **Start** | **End** |
| **WP 1** |  |  |  |
| **Objectives** |
| Objectives description |
| **Tasks** |
| * 1. **Task name – Owner**

Task description* 1. **Task name – Owner**

Task description |
| **Deliverables** |
| **D1.1-** Deliverable title**D1.2-** Deliverable title |
| **Milestones** |
| **ML1-** Milestone  |
| **Risks and contingency plan** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **WP No.**  | **Work package title** | **Start** | **End** |
| **WP 2** |  |  |  |
| **Objectives** |
| Objectives description |
| **Tasks** |
| * 1. **Task name – Owner**

Task description* 1. **Task name – Owner**

Task description |
| **Deliverables** |
| **D2.1-** Deliverable title**D2.2-** Deliverable title |
| **Milestones** |
| **ML2-** Milestone  |
| **Risks and contingency plan** |
|  |