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#HorizonEU

THE EU RESEARCH & INNOVATION PROGRAMME 2021 – 27

RESEARCH AND INNOVATION

PROPOSAL WRITING CAMP

Main parts of the Horizon Europe proposal Section 3. Quality and efficiency of the implementation

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Implementation – Work Plan

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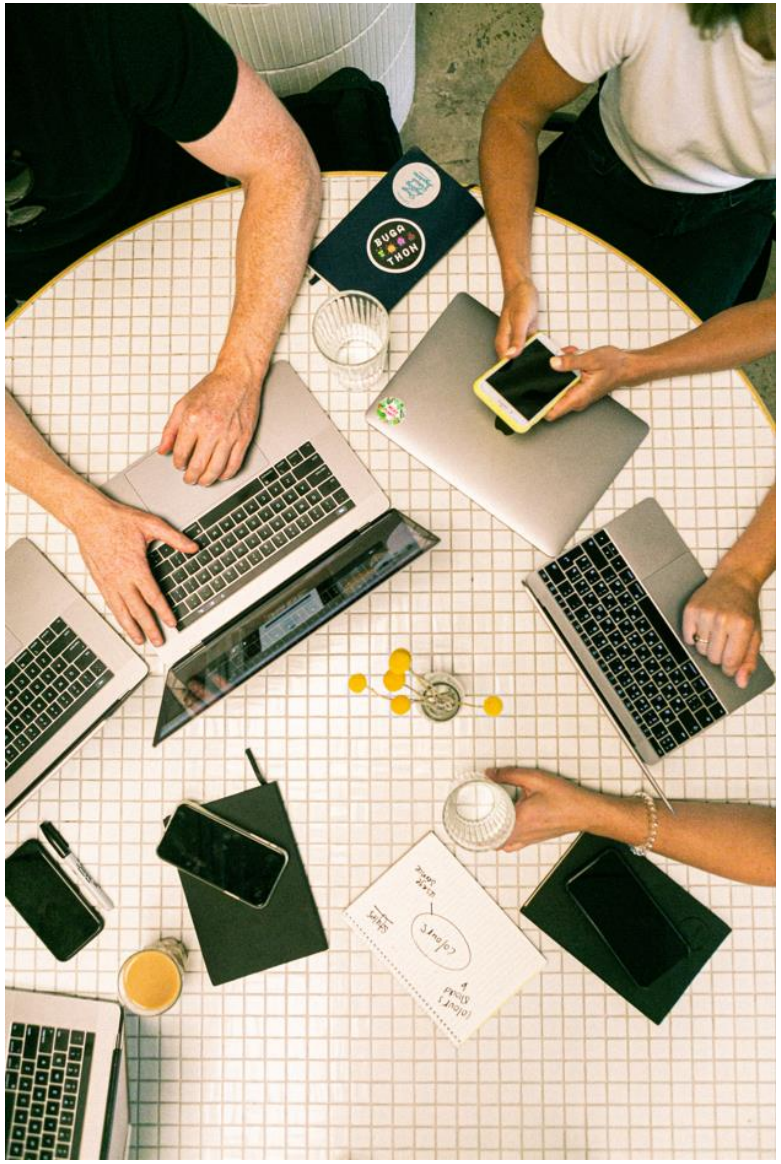
Proposal table of contents



RIA (Part B)

1. Excellence

1.1 Objectives and ambition

1.2 Methodology

2. Impact

2.1 Project´s pathways to impact

2.2 Measures to maximise impact

Dissemination

Exploitation and Communication

2.3 Summary

3. Quality and efficiency of the implementation

3.1 Work plan and Resources

3.2 Capacity of participants and consortium as a whole

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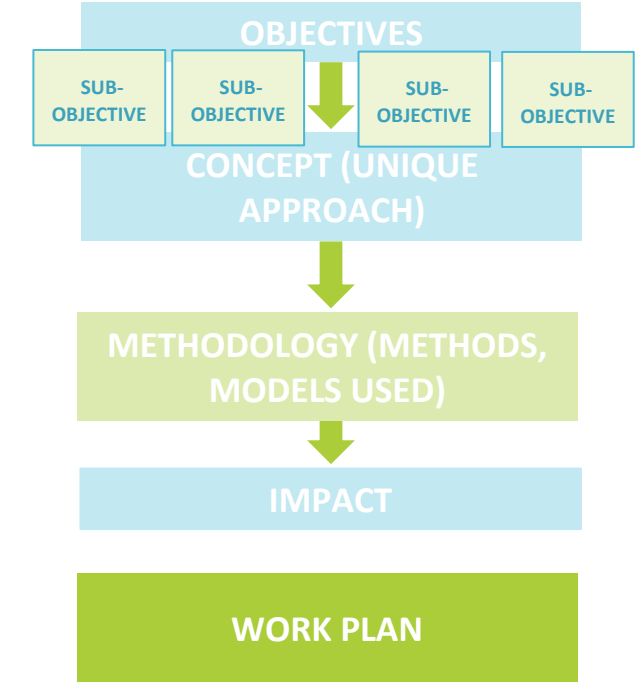
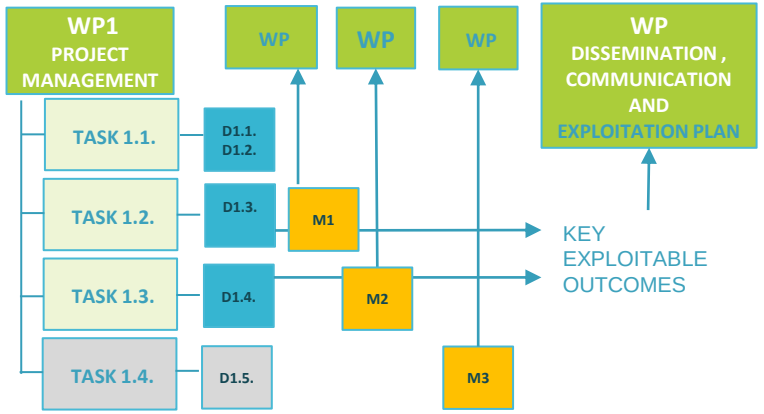
From objectives to exploitation and impact

EC is looking for a novel solution to solve European level challenges

- Objectives and concept: what will be offered as a solution?
- Ambition: how the proposed solution is innovative, how it is different, better from the state of the art?
- Methodology: how this solution will be delivered? Which methods will be used?
- Impact: what kind of impact this solution has for the world?
- Dissemination and communication: How I reach the potential users, stakeholders, wider public, how will they know about my solution?
- Exploitation: how the developed solutions, outputs will be used and by who?
- Work plan: which activities will be done to reach the solution, the objectives of the project?

WORK PLAN (Implementation, section 3.1)





DEFINITIONS

- **Work Package (WP)** - a major sub-division of the proposed project, divided into **Tasks (T)**
- **Deliverable (D)** - a distinct output of the project, report, a document, a technical diagram, a software etc
- **Milestone (M)** - control points in the project that help to monitor progress.

3.2 CAPACITY OF PARTICIPANTS AND CONSORTIUM AS A WHOLE

- **Expertise and capacity** of the consortium partners

3.1 WORK PLAN AND RESOURCES

- Outline the Work Packages and Tasks, set the aim and short description for each; Risks
- Focus on the outcomes of each task (public or confidential)
- **Use PERT chart** for intro to the Work Packages
- **Use GANTT chart** for timeline
- **Length of the Implementation section**: 14 pages including all tables / 19 pages for topics using lump sum funding)

Award criteria – aspects to be taken into account

- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall
- Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.

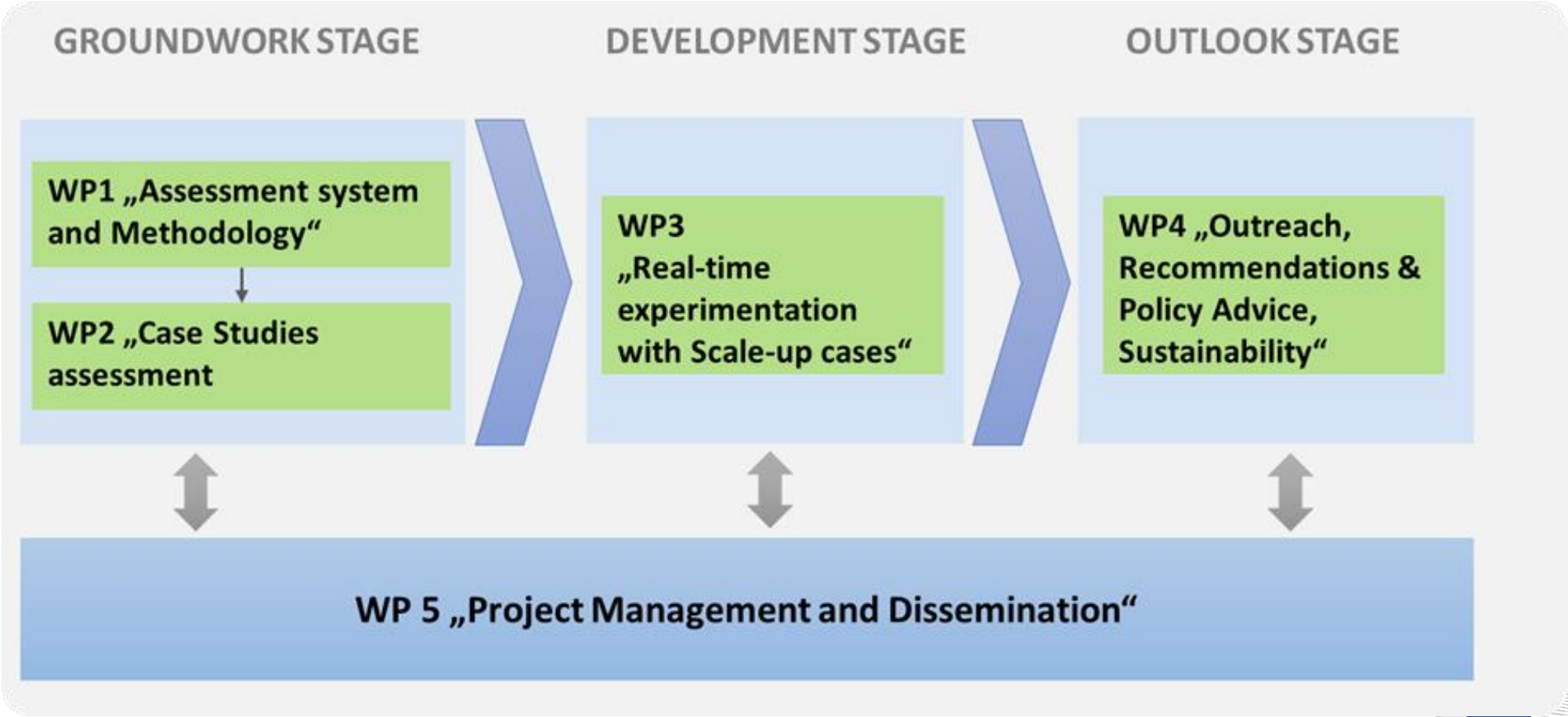
B3.1 Work plan and Resources

Content:

- brief presentation of the **overall structure of the work plan**;
- **timing of the different work packages and their components** (Gantt chart or similar);
- **graphical presentation** of the components showing how they inter-relate (Pert chart or similar).
- detailed work description, i.e.:
    - a list of work packages (tables 3.1a);
    - a description of each work package (table 3.1b);
    - a list of deliverables (table 3.1c);

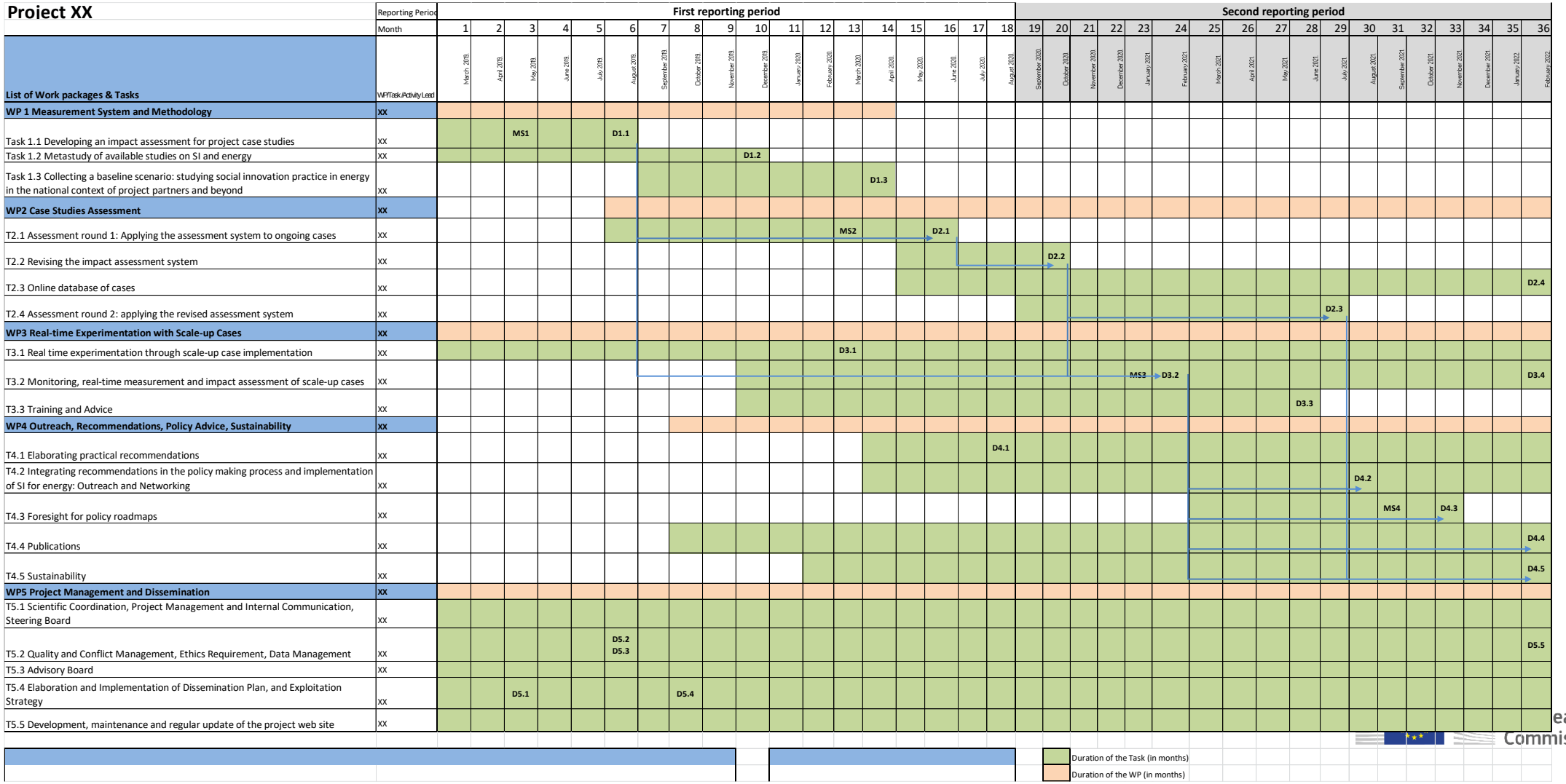
B3.1 Work plan and Resources

PERT chart - example:



B3.1 Work plan and Resources

GANTT chart - example:



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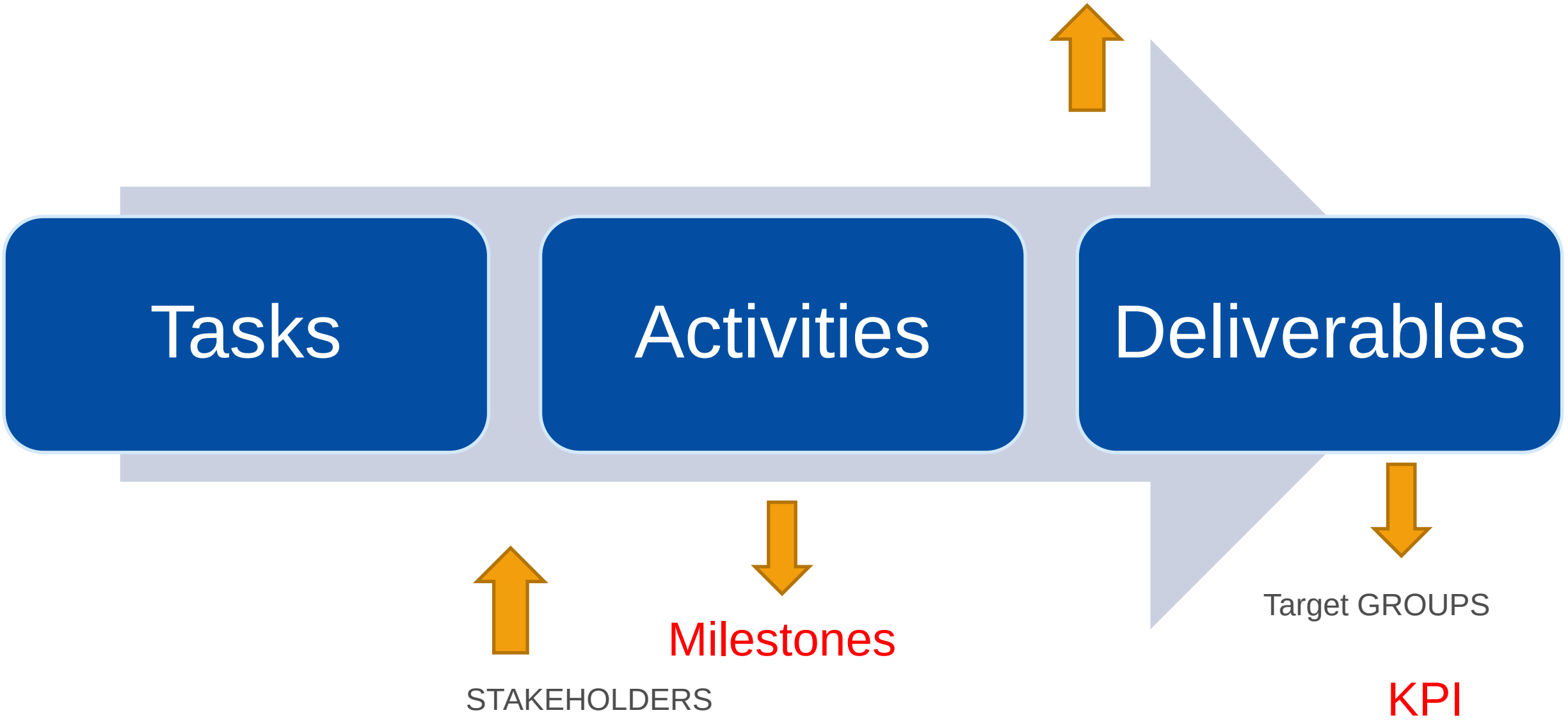
Workpackage

IMPACTS (short, medium,long-term)



B3.1 Work plan and Resources (2)

Content:

- a list of **milestones** (table 3.1d);
- a list of **critical risks**, relating to project implementation, that the stated project's objectives may not be achieved. Detail any risk mitigation measures. You will be able to update the list of critical risks and mitigation measures as the project progresses (table 3.1e);
- a table showing number of person months required (table 3.1f);
- a table showing description and justification of subcontracting costs for each participant (table 3.1g);
- a table showing justifications for ‘purchase costs’ (table 3.1h) for participants where those costs exceed 15% of the personnel costs (according to the budget table in proposal part A);
- if applicable, a table showing justifications for ‘other costs categories’ (table 3.1i);
- if applicable, a table showing in-kind contributions from third parties (table 3.1j).

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B3.1 Work plan and Resources (2)

Call: [insert call identifier] — [insert call name]

Tables for section 3.1

⚠ *Use plain text for the tables in section 3.1. If the proposal is invited to start Grant Agreement preparation, these tables will have to be encoded in the grant management IT tool, where no graphics or special formats are supported.*

Table 3.1a: List of work packages

Work package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Person-Months	Start Month	End month

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B3.1 Work plan and Resources (2)

Call: [insert call identifier] — [insert call name]

Table 3.1b: Work package description

For each work package:

Work package number	
Work package title	

⚠ *Participants involved in each WP and their efforts are shown in table 3.1f. Lead participant and starting and end date of each WP are shown in table 3.1a.)*

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants. Deliverables linked to each WP are listed in table 3.1c (no need to repeat the information here).

to complete

B3.1 Work plan and Resources (2)

Table 3.1c: List of Deliverables[2]

Only include deliverables that you consider essential for effective project monitoring.

Number	Deliverable name	Short description	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.
For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

R: Document, report (excluding the periodic and final reports)
DEM: Demonstrator, pilot, prototype, plan designs
DEC: Websites, patents filing, press & media actions, videos, etc.
DATA: Data sets, microdata, etc.
DMP: Data management plan

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B3.1 Work plan and Resources (2)

Call: [insert call identifier] — [insert call name]

Table 3.1f: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person-Months per Participant
Participant Number/Short Name				
Participant Number/ Short Name				
Participant Number/ Short Name				
Total Person Months				

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Group Work
Drafting a work plan

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GROUP WORK

- Outline a structure of work-packages (WPs), related to the call you are interested in /or to the call discussed in the proposal writing camp. Prepare drafts of the work-packages.

- Work in small groups

- Establish the WP draft with
  - WP number & title,
  - objectives,
  - contents / description of work (core part of WP), tasks
  - partners,
  - timing,
  - deliverables.

- Presentation of draft work-packages & analysis in the group

Follow the instructions from the application form

Presentations of the drafted work plans and discussion

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3.2 Consortium as a whole

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B3.2 Capacity of participants and consortium as a whole

- **Describe the consortium.** How does it match the project's objectives, and bring together the necessary disciplinary and inter-disciplinary knowledge. Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate. Include in the description affiliated entities and associated partners, if any.

- Show **how the partners will have access to critical infrastructure needed to carry out the project activities.**

- Describe **how 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.

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B3.2 Capacity of participants and consortium as a whole (2)

- 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 (see section 2.2).

- **Other countries and international organisations**: If one or more of the participants requesting EU funding is based in a country or is an international organisation that is not automatically eligible for such funding (entities from Member States of the EU, from Associated Countries and from one of the countries in the exhaustive list included in the Work Programme General Annexes B are automatically eligible for EU funding), explain why the participation of the entity in question is essential to successfully carry out the project.

Thank you!

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http://ec.europa.eu/horizon-europe

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