**Project plan**

|  |  |
| --- | --- |
| Company name |  |
| Business ID |  |
| Project name |  |
| Application register number | [register number can be found in the application] |
| Author |  |

1. **Project implementation, risks and timetable**

|  |  |
| --- | --- |
| **Tasks** | For the project, 2 to 5 concrete and partially measurable goals are set (see section Project goals in the application).  Describe the specific actions that will be taken to achieve the goals. |
| **Timetable** |  |
| **Risks** | What risks were identified at the beginning of the project and how are they  prepared for? |

1. **Project tasks, human resources and purchasing services**

Describe the content of the project's tasks by work package, the company's employees participating in the task and their roles in the project. Specify who the potential service providers are, what you intend to buy from them and the estimated cost (VAT exempt) of the purchased service.

|  |  |
| --- | --- |
| **Task 1** | **Add the name of the task** |
| Description | Describe the work to be done in the task. |
| Persons | Persons participating the implementation of the task   * names; list the person managing the task first * each person’s task * amount of work in person months |
| Total amount of work | The overall hours spent on the task in person months |
| Subcontracting | Subcontractor 1, description of the purchase, X€  Subcontractor 2, description of the purchase, X€ |
| Results | List the targeted results of the task. |

|  |  |
| --- | --- |
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| Subcontracting | Subcontractor 1, description of the purchase, X€  Subcontractor 2, description of the purchase, X€ |
| Results | List the targeted results of the task. |

Please make copies of the above table for each task as necessary.

1. **Summary of resources**

**Project work**

|  |  |  |
| --- | --- | --- |
| **Person** | **Job description** | **Project work  (person months)** |
| Project person 1 |  |  |
| Project person 2 |  |  |
| Project person N |  |  |
| **Total** | |  |

**Purchased services**

|  |  |  |
| --- | --- | --- |
| **Subcontractor** | **Description fo the work to be purchased** | **Cost €** |
| Subcontractor 1 |  |  |
| Subcontractor 2 |  |  |
| Subcontractor N |  |  |
| **Total** | |  |