

WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
1.	Kick-off seminar and analysis of R&D&I potential													
1.1	Assessment and analysis of R&D&I potential of alliances among universities and companies in Bosnia and Herzegovina and Armenia	8	2X/=	4X/=	2X/=									
1.2	Kick-off seminar and project team building	8	4X/= KS	4X/=										
2.	Capacity building of Cooperative R&D Units													
2.1	Establishing and embedding at the R&D Units in the Universities' structure	10			2X	4X	4X							
2.2	Developing of Cooperative R&D strategies, structures, tools and procedures	14			2 X/=	4 X/=	4 X/=	4 X/=						
2.3	Elaborating of business plans and developing activities	22				4 X/=	4 X/=	4 X/=	4 X/=	4 X/=	2 X/=			
2.4	Recruiting and training staff from universities and companies	14					4 X/=	2 X/=	2 X/= W1	2 X/=			2 X/=	2 X/= W2
2.5	Defining and purchasing equipment								1 X/=	2 X/=	2 X	2 X	2 X	2 X

3.	Creating Collaborative and Open Innovation Platform													
3.1	Designing and developing the interactive web based platform	12		4 =	4 =	4 =	4 =	4 =	2 =					
3.2	Establishing collaborative partnerships between universities and companies for R&D&I	14						2 X/=	2 X W1	2 X/=	2 X	2 X	2 X	2 X/= W2
3.3	Developing an open innovation model for academia-industry collaboration	5										2 X/=	2 X/= E	1 X/=
3.4	Developing and implementing training courses and innovation interaction activities offered by professors and experts from industry	4										1 X/=	1 X/=	2 X/=
3.5	Creating research inventory	5									2 X/=	1 X	1 X	1 X
5.	Quality control, monitoring and evaluation													
5.1	Establishing quality control system	8	1 X/=	2 X/=	2 X/=	2 X/=	1 X/=							
5.2	Conducting quality control and monitoring procedures	9				1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=
5.3	Evaluating impact and preparing reports	3										1 X/=	1 X/=	1 X/=
6.	Communication, Dissemination and Exploitation of project results													
6.1	Developing the project web portal	20	2 X 4 =	2 X 4 =	4 =	4 =	4 =							
6.2	Developing and implementing the dissemination and communication strategy and activities	15	1 X/=	1 X/=	2 X/= E1	1 X/=	1 X/=	1 X/=	1 X/=	2 X/= E2	1 X/=	1 X/=	2 X/= E3	1 X/=
6.3	Ensuring sustainability of the project outcomes	6							1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=
7.	Project management and coordination													
7.1	Ongoing project coordination and communication	48	4 X/=	4 X/= PM	4 X/=	4 X/=	4 X/=	4 X/=	4 X/=	4 X/= PM1	4 X/=	4 X/=	4 X/=	4 X/= PM2
7.2	Financial management and administration	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=

Symbols: **KS** – Kick-off Seminar; **PM** – Project meetings; **W** – Workshops; **E** - Events

WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
2.	Capacity building of Cooperative R&D Units													
2.4	Recruiting and training staff from universities and companies	14	1 X/=	1 X/=	2 X/= W3	2 X/=	2 X/=	1 X/=	1 X/=	1 X/=	1 X/=	2 X/=		
2.5	Defining and purchasing equipment	8	1 X	1 X	1 X	1 X	2 X	2 X						
3.	Creating Collaborative and Open Innovation Platform													
3.2	Establishing collaborative partnerships between universities and companies for R&D&I	6	2 X	2 X	2 X/=									
3.3	Developing an open innovation model for academia-industry collaboration	5	2 X/=	2 X/=	1 X/=									
3.4	Developing and implementing training courses and innovation interaction activities offered by professors and experts from industry	24	2 X/=	2 X/=	2 X/= W3	2 X	2 X	2 X	2 X/=	2 X/=	2 X/=	2 X	2 X	2 X/=
3.5	Creating research inventory	5	1 X		1 X		1 X		1 X		1 X		1 X	
4.	Trials, Pilot & Review													
4.1	Launching the Cooperative R&D Units' operations through Pilot projects	28					2 X/=	2 X/=	4 X/=	4 X/=	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =
4.2	Reviewing the trial phase using framework of effectiveness	4									1 X/=	1 X/=	1 X/=	1 X/=
5.	Quality control, monitoring and evaluation													
5.2	Conducting quality control and monitoring procedures	15	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	2 X/=	2 X/= MV1	2 X/= MV2	1 X/=	1 X/=	1 X/=	1 X/=
5.3	Evaluating impact and preparing reports	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=

6.	Communication, Dissemination and Exploitation of project results													
6.2	Developing and implementing the dissemination and communication strategy and activities	15	2 X/= E4	1 X/=	1 X/=	1 X/=	2 X/= E5	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	2 X/= E6	1 X/=
6.3	Ensuring sustainability of the project outcomes	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=
7.	Project management and coordination													
7.1	Ongoing project coordination and communication	48	4 X/=	4 X/=	4 X/=	4 X/=	4 X/= PM3	4 X/=	4 X/=	4 X/=	4 X/=	4 X/=	4 X/= PM4	4 X/=
7.2	Financial management and administration	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=

Symbols: **PM** – Project meetings; **MV** – Monitoring visits; **W** – Workshops; **E** - Events

WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
3.	Creating Collaborative and Open Innovation Platform													
3.4	Developing and implementing training courses and innovation interaction activities offered by professors and experts from industry	24	2 X/=	2 X/=	2 X/=	2 X	2 X	2 X	2 X/=	2 X/=	2 X/=	2 X	2 X	2 X/=
4.	Trials, Pilot & Review													
4.1	Launching the Cooperative R&D Units' operations through Pilot projects	42	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	4 X 2 =	2 X/=	
4.2	Reviewing the trial phase using framework of effectiveness	24	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=	2 X/=
5.	Quality control, monitoring and evaluation													
5.2	Conducting quality control and monitoring procedures	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=
5.3	Evaluating impact and preparing reports	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=
6.	Communication, Dissemination and Exploitation of project results													
6.2	Developing and implementing the dissemination and communication strategy and activities	16	1 X/=	1 X/=	2 X/= E7	1 X/=	1 X/=	1 X/=	2 X/= E8	1 X/=	1 X/=	1 X/=	2 X/= E9	2 X/=
6.3	Ensuring sustainability of the project outcomes	23	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	2 X/=	2 X/=	4 X/=	4 X/=	4 X/=
7.	Project management and coordination													
7.1	Ongoing project coordination and communication	48	4 X/=	4 X/=	4 X/=	4 X/=	4 X/= PM5	4 X/=	4 X/=	4 X/=	4 X/=	4 X/=	4 X/= PM6	4 X/=
7.2	Financial management and administration	12	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=	1 X/=

Symbols: PM – Project meetings; E - Events