

IO WORKPLAN TEMPLATE

This template is designed to help you develop a simple plan to coordinate delivery of the Intellectual Output for your project.

THE PROJECT:

Briefly describe the project this IO is developed for.

WHAT IS IT

Explain the IO, what it consists of, why it is being created and how it is going to come to life (in short)

STEP 1

Research

All partners provide input based on their expertise and experience. Partners can include their regional network of stakeholders for this as well.

Research questions that might be useful:

- What is the situation in your region regarding the topic?
- Do you have good examples, best practises, experience in this field that could help us?
- Etc

Analysis / results of gathered information

- Needs
- Best practises, tips, lessons learned
- Threats
- Etc

STEP 2

Development

The project combines key expertise from project partners to develop new innovative materials.

- What kind of tools and materials are needed to fulfil this IO?
- What are the learning goals?
- How are we going to develop them?
- Who does what?
- Initial planning

STEP 3

Pilot test and evaluate

IO is tested in practice by the target groups.

- When and how will the materials be tested?
- Who coordinates the testing?
- Who and how evaluates the impacts and analyses the outcomes in order to make recommendations for further development? When?

STEP 4

Delivery of the final version

As a result of the findings of the pilot test, the first version of the IO will be improved accordingly.

- Planning
- Who does what

STEP 5

Dissemination

The IO is shared and disseminated widely.

Dissemination channels

- Stakeholders
- Gatherings or summits
- Websites
- Associated partners
- Social media
- Events
- Networks
- etc

Who

Who is the leader of dissemination and what does he need to do

Planning

Which moments are key to disseminate? What are the milestones?