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| **Template – Project Description** | |
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# Call: Innovation Idea

*Use this template to write your project description. Any text in red is intended as help text and should be removed before you submit the application. This cover page should also be removed.*

*The project description may be a maximum of 10 A4 pages and may not exceed 4 MB. All headings in this template should be used. You can add additional headings, but do not include any budget in this project description.*

*When writing the project plan, be sure to address the formal requirements as well as assessment criteria and other prerequisites contained in the call text.*

# Title

*Enter the title of the project.*

# Background

*Describe and explain your idea and the needs behind the current project****.*** *Describe the challenges that the project addresses and how the project can help to solve them.*

*State the target groups that will make use of the project and its results, and what they should expect gain.*

*Describe the project in relation to the* ***current state-of-the art****, nationally and internationally, and its relation to similar research in the area, as well as the positioning and role that the project results are expected to have.*

# Purpose

*Describe the overall purpose of the project. Briefly describe any limitations.*

# Expected results and impacts

*Describe the expected results and impacts, whether* ***qualitative, quantitative*** *or* ***both****.*

*Indicate and justify the expected* ***benefit*** *of the project and the applicable potential market.*

*Describe how the project is linked to the impact targets of Smart Built Environment and the themes addressed. Also describe which stakeholders/roles are likely to benefit from the results.*

*Describe how project results and impacts contribute to greater equality in problem areas and benefit.*

# Project implementation

*Describe how you will implement the project:*

* *How you will structure and complete the tasks, with work packages and milestones.*
* *Which work methods/tools you will use.*
* *The project’s activities and specific milestones, and how these will help to achieve the project's results and impacts.*
* *Specifically how you will collaborate with problem owners in the project.*

# Organisational plan

*Establish an organisational plan for the project and describe the* ***roles and activities*** *of* ***all key parties*** *as well as their skills and experience. Also describe other participating stakeholders (such as members of a reference group or steering committee) and their contributions.*

*Clearly explain how equality is taken into account when putting together the project team.*

*Create a resource plan for staffing the project as in the following example.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Role/Activity | Time commitment in percent during the project period |
| Project manager |  |  |  |
| Key person 1 |  |  |  |
| Key person 2 |  |  |  |
| Any other staff |  |  |  |
|  |  |  |  |

## Timetable

*Create a simple schedule including, for example, work packages, activities and milestones.*