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| **Template – Project Description** |
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# Call 9: Digital built environment in practice

*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 20 A4 pages and may not exceed 4 MB. The application must be written in Swedish or English using a 12-point text size. All headings in this template should be used, and you can add additional headings. Do* ***not*** *include any budget in this project description. Only applications that are written according to this template will be assessed.*

*For requirements, assessment criteria, and other terms and conditions for the application, see 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 to gain.*

*Describe how the project relates to* ***state-of-the-art,*** *its national and international perspectives, and linkages to similar initiatives, as well as the role that the proposed project results are expected to have.*

# Purpose

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

# Expected results and effects

*Describe the expected results and effects, 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.*

# 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 – see also section 4.1 of the call.*
* *The project’s activities and specific milestones, and how these will help to achieve the project's results and effects.*

# Organisational plan

*Describe the* ***roles and activities*** *of* ***all project 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.*

*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.*