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| **Template – Project Description** |
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# Call 12: A 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 must be a maximum of 20 A4 pages and cannot 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

*State 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 end users or beneficiaries of the project and its results, and what they should expect to 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.*

# Type of project

*Describe if the project is 1) a new* ***research, innovation or development project,*** *or 2) a* ***next-step project*** *that clearly leverages the results and insights from completed or ongoing projects within Smart Built Environment.*

# 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 or end users are likely to benefit from the results.*

*Describe how the project results and impacts contribute to greater equality in the problem areas and real-world impact.*

*Describe the project parties’ plan for the further development or management of the results after the project has ended. Describe the specific end users and how they will apply and disseminate the results, or how these will drive further development.*

# 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 or tools you intend to use.*
* *The project’s activities and specific milestones, and how these will help to achieve the project's results and impacts.*
* *Describe specifically how collaboration among different parties including the project’s end users will take place in the project.*

# Organisational plan

*Describe the* ***roles and activities*** *of* ***all project parties*** *as well as their qualifications 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.*