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Lead applicant training
Zagreb | 11 May 2016



How to develop a sound work plan - practical exercises



Interreg CENTRAL EUROPE | Joint secretariat

Exercise 1:

Please define the outputs according to the information provided in the summary of a thematic work package



Summary:

The thematic work package is devoted to the development of an e-platform as an innovative tool to improve information exchange and cooperation between business support organizations in charge of the support measures for innovative start-ups. It will be complemented with the creation of a transnational educational model based on an analysis of current capacities. The developed educational model will be applied in the frame of 5 trainings implemented in 5 different regions (HU, PL, SK, SI, HR) of the programme area targeted at improving skills of staff in charge of providing training and support to the start-uppers on entrepreneurship development. (Train-the-trainers approach). The sustainability of the educational model will be ensured by embedding it in the internal human resources development plans of the project partners.



PRACTICAL EXERCISE 1

One solution among many possible ones:

Output title		Please provide a brief description of the project output and give reference to the activity leading to it	Programme output indicator	Quantification/ target	Delivery date
Output O.T1.1	<i>e-Platform containing support measures for innovative start-ups</i>	Development of a transnational e-platform as an innovative tool to improve information exchange and cooperation between business support organisations, in particular targeting the creation of support measures for start-ups. The platform is developed in English and is open source. Country specific adaptations will be made in national languages and linked to websites of participating regions.	<i>Number of tools developed and/or implemented for improving skills and competences of employees and entrepreneurs</i>	1	03.2018
Output O.T1.2	<i>Transnational educational model for planning and managerial skills improvement</i>	Creation of a transnational educational model for developing and improving managerial skills of staff in charge of providing training to the start-ups on entrepreneurship development. The transnational educational model in English language will respect the legal and institutional contexts of the 5 countries involved and follow a train-the-trainers approach. Improved skills will allow for a better delivery of entrepreneurial competences to start-uppers and ultimately improve survival rate of start-ups.	<i>Number of tools developed and/or implemented for improving skills and competences of employees and entrepreneurs</i>	1	09.2017
Output O.T1.3	<i>Trainings for improving skills of support staff in charge of delivering entrepreneurial skills of start-uppers</i>	Preparation and implementation of 5 full day training sessions in 5 different regions (HU, PL, SK, SI, HR) applying the developed transnational educational model adapting it to the regional context. The training contents are elaborated in national languages and integrated into the human resources development schemes of the partner institutions.	<i>Number of trainings implemented for improving capacities and mind-sets</i>	5	07.2018



Exercise 2:

Please develop a possible work plan structure by defining activities and deliverables leading to the defined outputs

Proposal submitted under SO 1.1 (To improve sustainable linkages among actors of the innovation system)

WP T2 is devoted to the implementation of 2 pilot actions applying support measures for SMEs in the automotive sector which were developed as tools within WP T1.

Pilot action 1: Application of a novel information tool for SMEs of the Moravian-Silesian automotive cluster based in Ostrava, to streamline the communication about available services (partner search tool for internationalisation, available funding opportunities, monitoring of technological trends in the automotive sector etc.) (investment costs ca. EUR 10.000) in Ostrava (CZ).

Pilot action 2: Testing of an advisory scheme for companies (SMEs) to sustain the development and implementation of a cyber-physical system in the automotive industry of Bielsko-Biala district (PL) on product/process/service innovation. As a preparatory step an analysis of the challenges faced by SMEs and the selection of about 100 SMEs to be targeted by the pilot action are conducted. In order to ensure an active stakeholder involvement at least 3 meetings with relevant stakeholders in the SMEs are planned. Based on the findings, the advisory scheme is tested in the selected 100 companies of the region.

The results of the pilot actions are valorised at transnational level through a transnational peer review process including an on-site visit and expert workshop for each of the pilot actions. In addition, an independent external evaluation analysing the experiences and lessons learnt from all pilot actions is conducted including recommendations for follow up measures. Finally, the findings are used for issuing transnational recommendations on measures for the further improvement of the tools developed in WP T1 and their further deployment and transfer to other regions.



PRACTICAL EXERCISE 2

Output title		Please provide a brief description of the project output	Programme output indicator	Quantification/ Target	Delivery date
Output O.T2.1	Pilot actions on the improvement of support measures for automotive SMEs	<p><i>Testing of tools developed in WP T1 through 2 pilot actions:</i></p> <ol style="list-style-type: none"> <i>1. Application of novel information tool (software) for members of the automotive cluster to streamline the communication about available services (partner search tool for internationalization, available funding opportunities, monitoring of technological trends in the automotive sector etc.) (investment costs ca. EUR 10.000) in Ostrava (CZ)</i> <i>2. Testing of an advisory scheme for SMEs of the automotive industry on product/process/service innovation to sustain the development and implementation of cyber-physical system in the area of Bielsko-Biala (PL)</i> 	<i>Number of pilot actions implemented for strengthening linkages within the innovation system</i>	2	07.2018



PRACTICAL EXERCISE 2

One solution among many possible ones:

Activity A.T2.1	<u>Activity title</u> Implementation of pilot action 1: Application of a novel information sharing tool among SMEs of the automotive cluster in Ostrava (CZ)	<u>Start date</u> 02.2017	<u>End date</u> 07.2018	<u>Indicative budget</u> 64.000 EURO
Deliverables of activity T2.1				
D.T2.1.1	<u>Deliverable Title</u> Preparatory technical analysis and installation of the software	<u>Description of deliverable</u> Documentation of technical requirements for the installation of the information tool (software), its procurement and installation	<u>Quantification/ target</u> 1	<u>Delivery month</u> 05.2017
D.T2.1.2	<u>Deliverable Title</u> Documentation of novel information sharing tool	<u>Description of deliverable</u> Report presenting the analysis of use of the tool.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 06.2018
D.T2.1.3	<u>Deliverable Title</u> Report on Pilot action 1: Information sharing tool among SMEs of the automotive cluster in Ostrava (CZ)	<u>Description of deliverable</u> Report presenting the technical details and findings of the application of the Information sharing tool among SMEs of the automotive cluster in Ostrava (CZ)	<u>Quantification/ target</u> 1	<u>Delivery month</u> 07.2018

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PRACTICAL EXERCISE 2

One solution among many possible ones (continued):

Activity A.T2.2	<u>Activity title</u> Implementation of pilot action 2: Testing of an advisory scheme for companies in the automotive industry to sustain the development and implementation of cyber-physical systems for product/process/service innovation in the area of Bielsko-Biala (PL)	<u>Start date</u> 02.2017	<u>End date</u> 07.2018	<u>Indicative budget</u> 75.000 EURO
Deliverables of activity T2.2				
D.T2.2.1	<u>Deliverable Title</u> Report on selection of SMEs for pilot action	<u>Description of deliverable</u> Analysis of the challenges for the development and implementation of cyber-physical systems in SMEs. Based hereon selection of SMEs to be targeted by the pilot action.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 05.2017
D.T2.2.2	<u>Deliverable title</u> Report on stakeholder meetings	<u>Description of deliverable</u> Summary of outcomes of at least 3 stakeholder meetings (with e.g. SMEs, as well as business support organizations, sectoral agencies) of the Bielsko-Biala area.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 10.2017
D.T2.2.3	<u>Deliverable Title</u> Deployment of advisors for implementation of cyber-physical system in the automobile industry on product/ process/service innovation in SMEs	<u>Description of deliverable</u> Documentation of structured consultations for implementation of cyber-physical system. Consultations conducted within at least 100 companies (SMEs)	<u>Quantification/ target</u> 1	<u>Delivery month</u> 5.2018
D.T2.2.4	<u>Deliverable Title</u> Report on Pilot action 2: Advisory scheme to sustain the development and implementation of cyber-physical systems in the	<u>Description of deliverable</u> Report on testing of an advisory scheme for companies (SMEs) to sustain the development and implementation of cyber-physical systems in the automotive industry on	<u>Quantification/ target</u> 1	<u>Delivery month</u> 07.2018 8

PRACTICAL EXERCISE 2

One solution among many possible ones (continued):

Activity A.T2.3	<u>Activity Title:</u> Evaluation of pilot action results and improvement of support measures for SMEs of the automotive sector		<u>Start date</u> 08.2018 <div></div>	<u>End date</u> 03.2019 <div></div>	<u>Indicative budget</u> 45.000 EURO <div></div>
	Deliverables of activity T2.3				
D.T2.3.1	<u>Deliverable Title</u> Transnational peer review report <div></div>	<u>Description of deliverable</u> Documentation of the outcomes of a transnational peer review process in which partners are reviewing each of the pilot actions including 2 on-site visits and 2 expert workshops.	<u>Quantification / target</u> 1 <div></div>	<u>Delivery month</u> 11.2018 <div></div>	
	D.T2.3.2	<u>Deliverable Title</u> Evaluation report of pilot actions	<u>Description of deliverable</u> Report of an independent external evaluation analyzing the experiences and lessons learnt from the pilot actions, including recommendations for follow up measures at local and transnational level.	<u>Quantification / target</u> 1	<u>Delivery month</u> 02.2019
D.T2.3.3		<u>Deliverable Title</u> Report on measures for tools improvement and deployment	<u>Description of deliverable</u> Transnational recommendations on measures for the further improvement of the tools developed in WP T1 and their further deployment and transfer to other regions.	<u>Quantification / target</u> 1 <div></div>	<u>Delivery month</u> 03.2019 <div></div>

