

PILOT METHODOLOGY

Deliverable D.T3.1.2

Chamber of Commerce and Industry of Slovenia

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Introduction

The methodology document shall help the partners to pilot the tools. It gives guidance, provides detailed information on the piloting process, the time schedule, the expected results and performance indicators, and the documentation of the piloting process and results.

The piloting process - overview

Tool	Piloting process	Expected result per region / country	Documentation	Deadline
Awareness raising tools: <ul style="list-style-type: none"> ○ Description of Info day ○ Checklist (D.T2.2.3) ○ Whole brainer brochure (D.T2.2.2) ○ Best practices 	1 x Info day for CCI 1 x Info day for AVM → <i>Raise awareness, promote COCO4CCI activities among AVM and CCI</i>	30 participants 30 participants	One report for both events <i>Template: EVENT</i>	Dec 2020
	Visits to CCI and AVM companies based on Checklist (D.T2.2.2) → <i>Identify potential CCI and AVMs for piloting</i>	20 visits to CCI and potential CCI partners in AVM	One report per region <i>Template: COMPANY VISIT</i>	Dec 2020
Training tools: <ol style="list-style-type: none"> 1. MINDSET dimension (concept by BIZ-UP) <ul style="list-style-type: none"> ○ MINDSET PREP ○ PREP STEP 2-7 2. TECHNOLOGY dimension (concept by bwcon) 	At least one one-day workshop in each of the three dimensions → <i>Support CCIs to prepare business proposals for AVM</i>	3 one-day workshops, 15 - 25 participants per workshop Total 40-70 CCI participants	One report per workshop per region <i>Template: EVENT</i>	Jan 2021
	Three visits for CCIs in three AVM companies → <i>CCIs learn more about the challenges of AVMs</i>	At least three study visits, each visit with 5-7 participants Total 18 CCI participants	One report per region <i>Template: GUIDED COMPANY VISIT</i>	Mar 2021



<ul style="list-style-type: none"> ○ Hands on knowledge ○ Challenge driven interaction ○ Future Trends WS <p>3. TRENDS dimension (concept by CREARE)</p> <ul style="list-style-type: none"> ○ Meet the expert <p>4. Guided company visit of CCI to AVM company (concept by CIKE)</p>	<p>Specialised training workshop</p> <p>Based on the needs of the CCIs in your region, choose a workshop from on the additional workshop formats in the dimensions, e.g. PREP STEP 6 (IPR and customer relations)</p>	<p>At least one workshop, 10 participants per workshop / region</p>	<p>One report per region</p> <p><i>Template: EVENT</i></p>	<p>Mar 2022</p>
<p>Online materials for regional COCO4CCI websites:</p>	<p>Regional COCO4CCI websites</p>	<p>Include tracking users and visits</p>	<p>no report</p>	<p>Jun 2020</p>
<p>1. Online offer (QUIZ: facts on CCI and AVM)</p> <p>2. Match-making / collaboration concept for regional COCO4CCI websites</p>	<p>Match-making / collaboration option on regional websites</p>	<p>20 profiles (CCI, possible also AVM)</p>	<p>Documentation per region</p> <p><i>Template: MATCHMAKING PROFILES</i></p>	<p>Nov 2020</p>
<p>3. Web tutorials (digitalized training workshops)</p> <p>4. Factsheet TECHNOLOGY, factsheet TRENDS</p>	<p><u>Online training materials part 1</u></p> <p>2 x case studies/articles one video testimonial/country with English subtitles (on best practices/IPR...)</p> <p>6 x web tutorials per region (2 tutorials per dimension)</p>	<p>200 users /visits per region</p>	<p>one documentation per region → one report on project level</p> <p><i>Template: ONLINE MATERIALS</i></p>	<p>Mar 2021</p>
	<p><u>Online training materials part 2</u></p> <p>Additional training materials (lectures, case studies, webinars...)</p> <p>(Further) Training materials on IPR</p>	<p>Additional 100 users/visits per region</p>	<p>one documentation per region → one report on project level</p>	<p>Jun 2021</p>



			<i>Template: ONLINE MATERIALS</i>	
Match-making workshops <ul style="list-style-type: none"> ○ Challenge pitch of AVMs (concept by CIKE) ○ Solution pitch of CCIs (concept by CIKE) ○ Concept for individual (follow-up) visits, supporting the collaboration process ○ Concept for Specialised match-making workshop (based on general challenge pitch) 	Challenge pitch with AVMs Solution pitch with CCIs	3 workshops, 20 participants per workshop TOTAL: 60 participants	One report per region <i>Template: EVENT</i>	Jan 2022
	Individual match-making visits	5 company visits per region	One report per region <i>Template: COMPANY VISIT</i>	Jun 2021
	Specialised match-making workshop	No minimum participants number	One report per region <i>Template: EVENT</i>	Mar 2022
Follow-up activities: <ul style="list-style-type: none"> ○ Concept for follow-up 	Documentation of the initialised collaborations	Total 20 partnerships initialised, of which 5 collaboration agreements signed, 15 in preparation or initialised	One report per region <i>Template: COLLABORATIONS</i>	Jan 2022
	Lesson learnt and case study publication	Prepare one case study from successful collaboration in your region	one documentation per region → one report on project level <i>Template: will be provided</i>	Mar 2022



Piloting Timeframe - TWO Alternatives

There are two alternatives for the timeframe of piloting, which every region can choose between according to their own needs:

1. OPTION A: One piloting loop

This is the time plan as it was initially drafted in the Application Form.

Within this timeframe you need to reach all your indicators:

		START	END
Awareness	INFO DAY	04.2020	12.2020
	Company visits	04.2020	12.2020
Training	3 DIMENSION Workshops	09.2020	01.2021
	GUIDED COMPANY VISITS	09.2020	03.2021
Matchmaking	Individual visits	04.2021	06.2021
	3 Matchmaking WS (AVM pitch, solution pitch)	04.2021	01.2022
	Specialized training	04.2021	03.2022
	Specialization Matchmaking	04.2021	03.2022

2. OPTION B: Two piloting loops

Alternatively, instead of one long piloting process, every region may opt to do two shorter piloting rounds, depending on the needs and regional specifications.

When doing the two piloting rounds there are certain things which need to be considered:

Indicators: Indicators don't have to be reached in the first round, but have to be met in the overall process (workshop amounts AND participants).

Piloting scheme: As long as you reach the indicators, there are several options on how you can structure these two rounds:

- A. **Twins:** Two rounds of piloting which are identical.
- B. **Test Run:** The first round may be something like a test run - if you find that there are certain formats which don't quite work for your participants, just skip it for the second run (provided that you met all indicators).
- C. **Split:** You may split deliverables like Guided company visits (3 visits) or the 3 dimension workshops between piloting round 1 and 2.



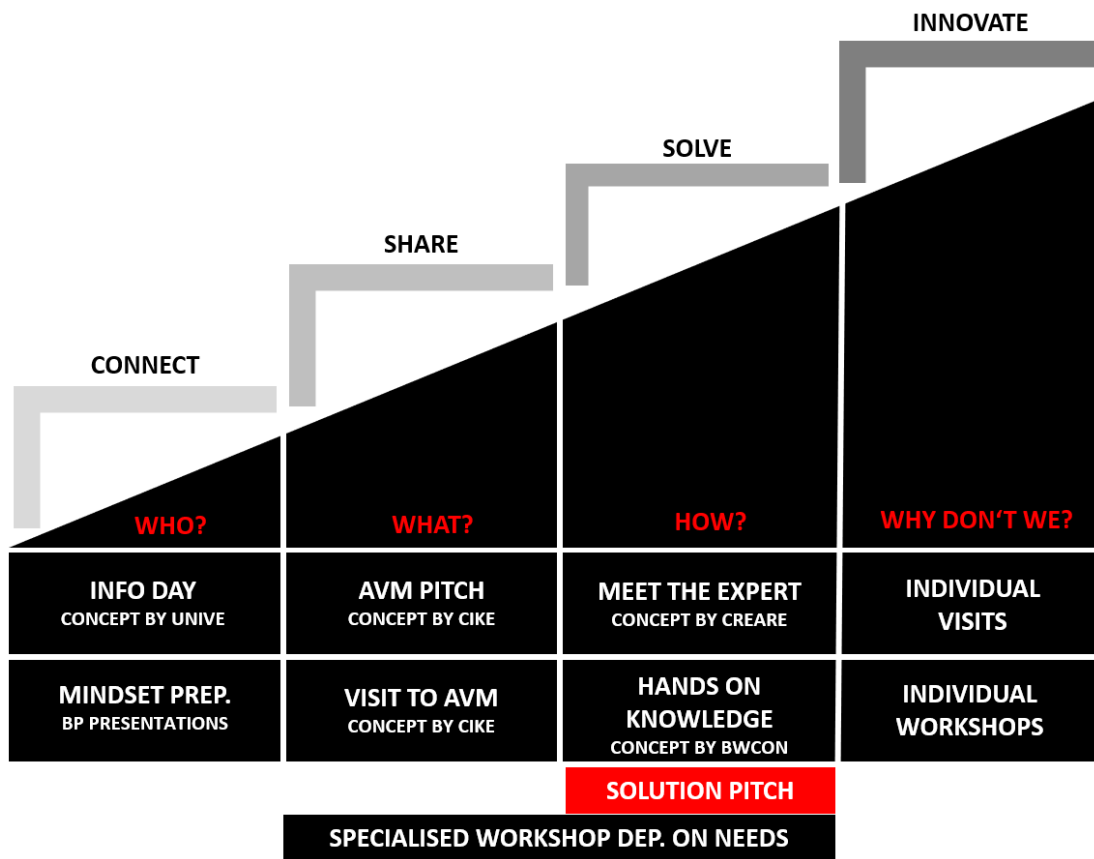
In the table below, you may find an exemplary split between the two piloting rounds:

Deliverable	Format	Indicator	Pilot 1	Pilot 2	Reached IND
DIMENSION Workshops	MINDSET PREP	1	1	0	1
	Hands on knowledge	1	1	0	1
	Meet the expert	1	0	1	1
GUIDED COMPANY VISITS		3	2	1	3
Individual visits		5	3	2	5
Matchmaking WS	AVM pitch	3	1	1	4
	Solution pitch		1	1	
Specialized training		1	1	0	1
Specialization Matchmaking			0	1	1

Piloting Scheme

The piloting process has several modules which will build onto each other, which can be seen in the graphic below. The events and workshops can be held virtually or in person. This depends mainly on the regional restrictions and each partner's assessment concerning Covid-19.

1. **Connect:** the first step consists of two modules the info day and mindset workshop (MINDSET PREP)
2. **Share:** The second step focuses on the AVMs sharing their challenges, knowledge and technology with the CCIs in two different modules, which are the AVM pitch and guided visit to AVM company
3. **Solve:** In this step we will accompany and help the CCIs create their solution to the AVM pitch, by offering three workshops: trends workshop (Meet the expert), technology workshop (hands on knowledge) and a specialized workshop which will be customized to the needs of the AVMs (based on modules and developed workshop formats PREP STEPS 2-7). At the end of it we will organize a solution pitch, where the CCIs will present their solutions to the AVMs and the first matching will happen here.
4. **Innovate:** In this step we will accompany the matched CCIs and AVMs and offer individual workshops, which will involve innovative methods, like Design Thinking.



Piloting Reporting

In order to document the piloting progress accordingly, the partners need to fill out the following table and templates:

1.1.1. Piloting Progress

In order to document the piloting progress throughout the project duration, all project partners will update their country/region updates in the live document in the COCO4CCI OneDrive Folder ([LINK](#)).

1.1.2. Reports

After completing each main piloting deliverables, each country/region needs to prepare a report. There are four templates which will be used:



1. Template: **EVENT** (online or f2f)

Used for these events:

- Info Day
- 3 x dimension workshops
- Specialization Workshop
- Matchmaking Workshops (Challenge, Solution, General, Specialization)

2. Template: **COMPANY VISIT**

- Initial visits (online or f2f)
- Individual consulting / match-making visits

3. Template: **GUIDED COMPANY VISIT**

- Company visit of CCI to AVM company

4. Template: **COLLABORATIONS**

- Initialized collaborations

5. Template: **MATCHMAKING PROFILES**

- Documentation on the collaboration/matchmaking profiles on the regional websites

6. Template: **ONLINE MATERIALS**

- Documentation on the online materials published on the regional websites (1&2)

7. **Other Documentation**

For the lessons learnt and case study publication a template will be provided, which will then be merged into one project-wide report.

Joined reports will be phrased for:

- Matchmaking on Regional Websites
- Online Materials 1&2
- Lessons learnt