**Tool 17: Template: Work plan structure**

As the backbone of each project, the project work plan defines

* What work will be carried out?
* Who will carry out the work?
* In what order will the work be carried out?
* How much time will it take to carry out the work?

To put it simply, the work plan defines ***processes***(i.e. what needs to be done? how should the work required for achieving the project objectives be planned?) and ***responsibilities*** (i.e. who will do what? which partner is responsible for which part of the project? how is the cooperation organised?).

As with the objectives, it is advisable to spend sufficient time on the detailed planning of the work to ensure that the project partners are clear about responsibilities and to avoid misunderstandings at a later stage in the project.

|  |
| --- |
| Do’s and don’ts in work package planning |
| * Cluster activities in a logical way and in chronological order
* Make sure that it is clear why activities are grouped and what is achieved by completing the work package
* Avoid putting too many activities in one work package, as these will be difficult to monitor during implementation
* Avoid vague statements, as these might lead to misunderstandings among partners
 |

In addition, it has proven useful to arrange the activities into work packages, i.e. one work package covers a group of related activities that need to be performed to achieve a certain output. Project activities need to be planned in such detail that realistic estimates of time and resources can be made. Based on how the activities depend on one another, the timelines for work packages and activities can also be set. When planning, it is also important to allow for some flexibility to accommodate changes, which will inevitably occur in the course of the project.

Figure 1: Work plan structure

Source: GOE FP

Depending on whether you are applying for funding and the type of funding, requirements for work package content might differ.

This template provides a generic overview of information to be covered in your work plan. Details on how to fill it out are provided below.

|  |  |
| --- | --- |
|  | What is the overall objective of the cross-border collaboration project |
| Objectives | *Please describe* |
| Work package*‘title’* | What is the purpose and (specific) objective of the work package? |
| *Please describe* |
| What are the main activities that will be carried out during the project (per work package, including timeline)?  |
| Activity | Description | Target group | Responsibility (project partner) | Allocated budget  | Timeline |
| *Please describe* | *Please describe* | *Please describe* | *Please describe* | *Please describe* | *Please describe* |

Source: GOE FP based on [1]

|  |  |
| --- | --- |
| Objectives | * What are the specific objectives in order to achieve the overall goal of the collaboration?
* Indicate which work package the specific objective(s) relate to
 |
| Work package description | * The work package title should reflect its content
* Indicate the purpose and objectives of the work package
 |
| Activities and outcomes | * Output-based planning of activities is a pragmatic and easy approach, i.e. take the outputs that have already been identified as the basis and then, as a second step, identify the activities and resources that are needed to achieve those outputs
 |
| Target groups | * Describe the target group or stakeholders and how they are engaged within the project
* Focus only on those who have an impact on the project
 |
| Responsibility (project partners) | * Define the responsibilities of the project partners
* Who takes the lead of a respective work package and is therefore responsible for its delivery?
 |
| Budget | * Indicate a budget per work package or if possible per activity
 |
| Timeline | * Indicate the timeline per activity and globally per work package
 |

Reference

[1] INTERact. Project management handbook. n.d.

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