



Comparison between project plan and project application

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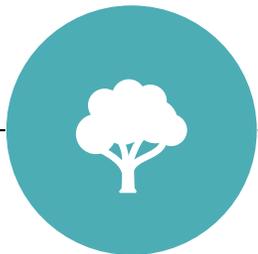
Project Plan

Projektisuunnitelma

Project Application

Projektin hakemus

EU project processes



Problem identification
Why?



Goal setting
Navigate a map of a project vision/LF
What?



Make a
PROJECT PLAN
How and who?



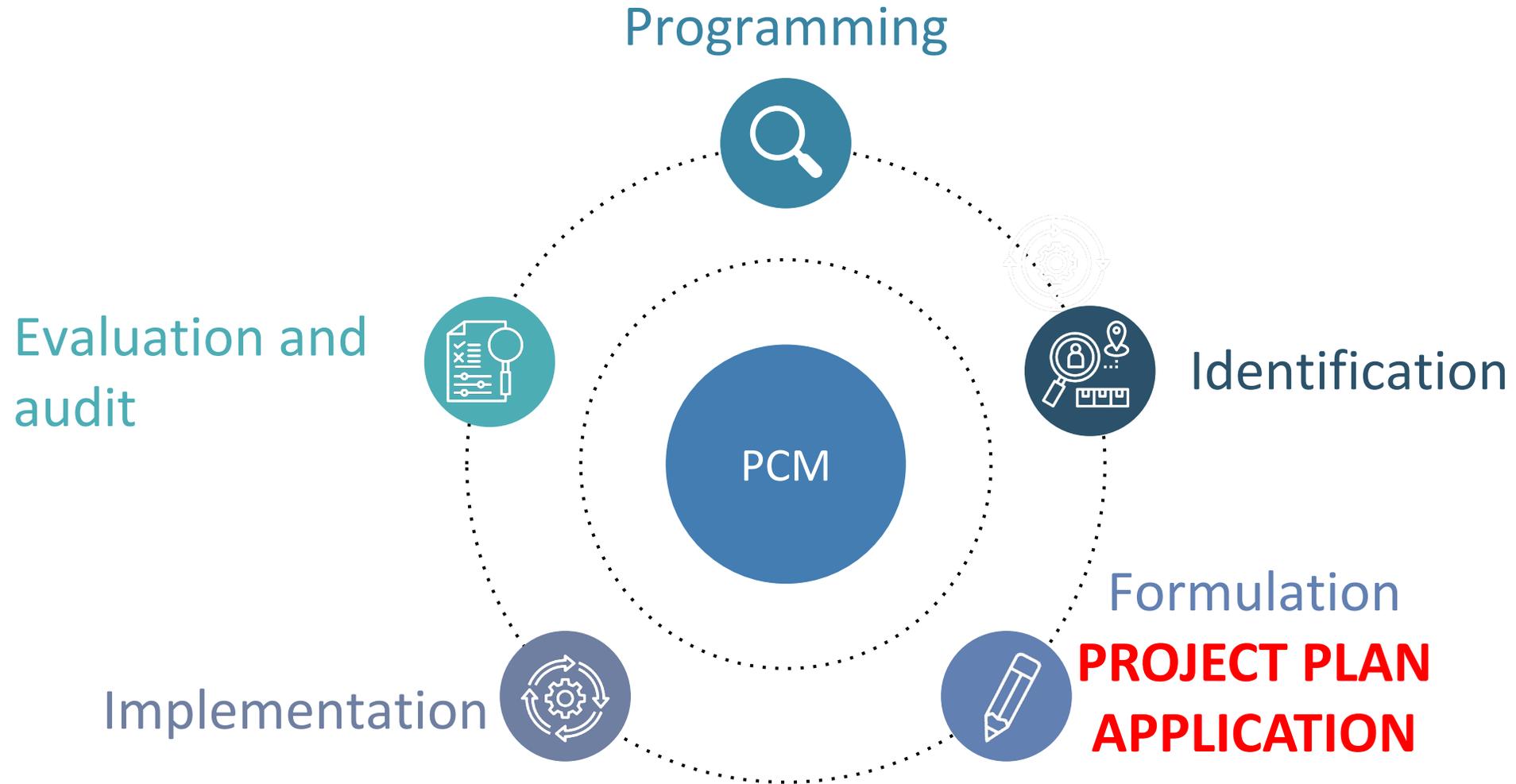
APPLICATION
Translate your project plan into **EU language** and format



Implement, sign the contract and upgrade LF and project plan

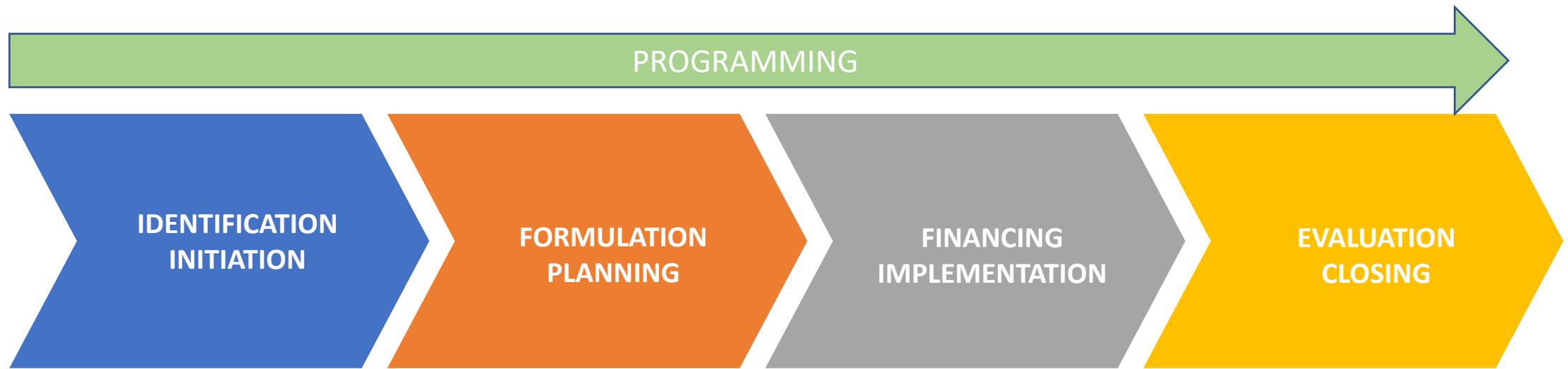


Project cycle management



PCM - INTEGRATED PROJECT PROCESSES

DELIVERABLES (DOCUMENTATION) IN EACH STAGE



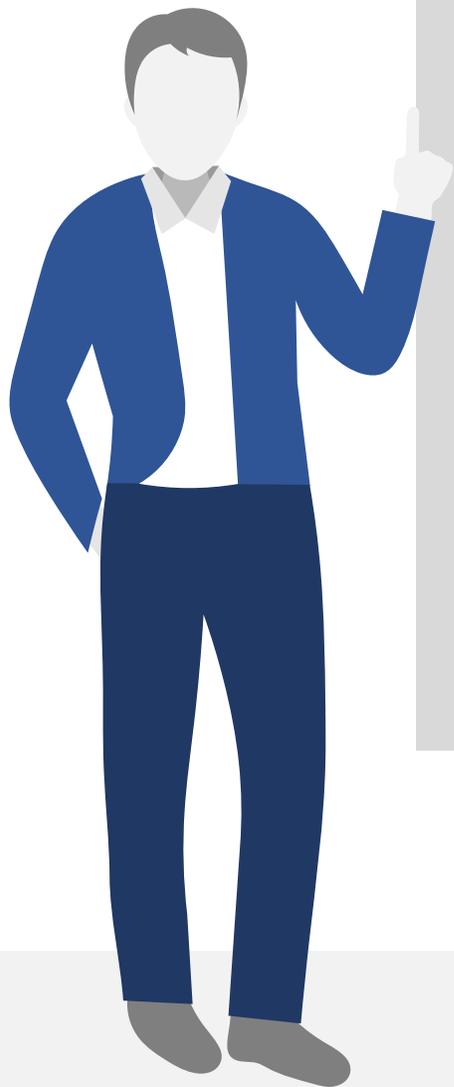
- Problem and objective analysis TREE
- Strategy selection
- Stakeholder analysis
- Project CONCEPT Note



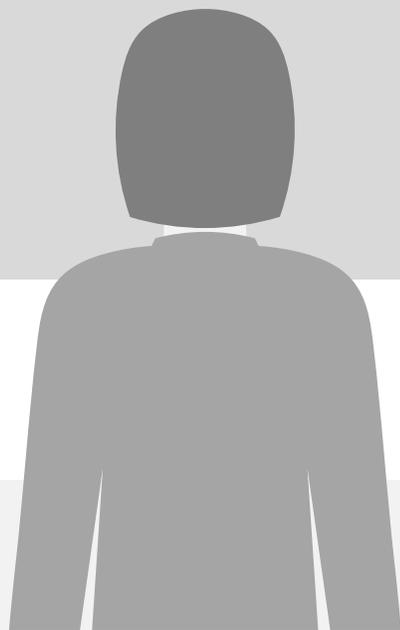
- Logical FRAMEWORK
- WORKBREAKDOWN structure mindmap
- GANTT CHART
- Resource plan and budget
- **Project PLAN&application**

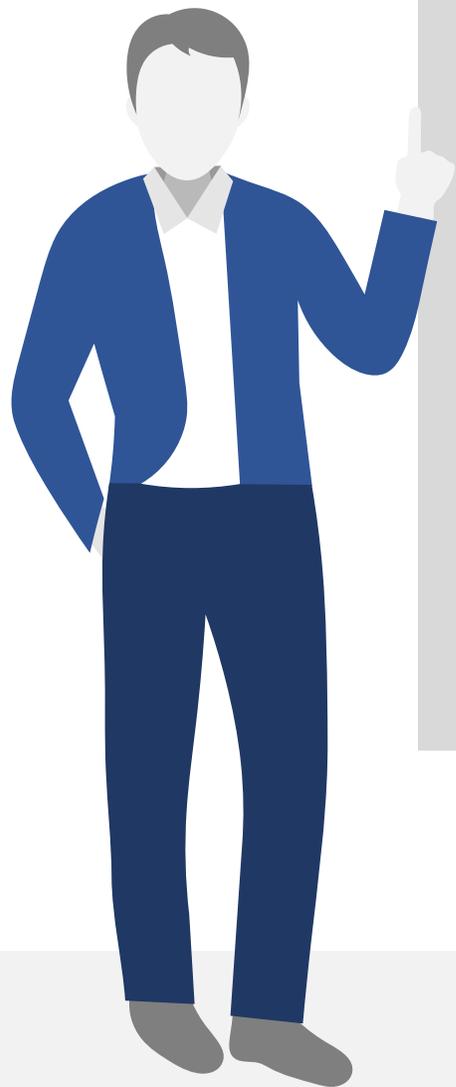
- Contract with EC
- Update WORKPLAN
- Actual work on implementation
- Communication plan
- Progress monitoring
- Dissemination
- Reporting

- REPORT on implemented project activity results (deliverables)
- Evaluation
- Audit

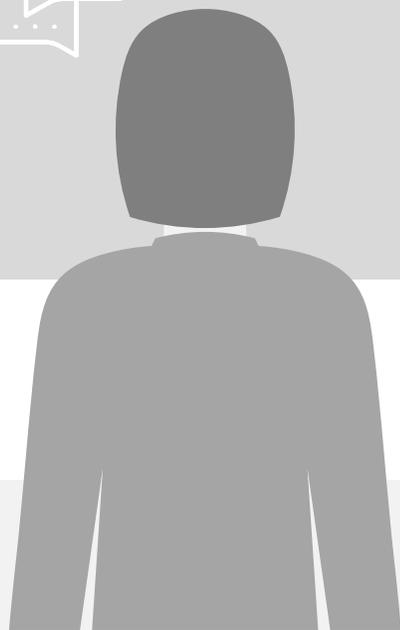


Problem is identified, let us start to write **APPLICATION**...





We need to create now a project plan mutually agreed with the partners...



Identification cycle

Project **ANALYSIS**

Stakeholder analysis

Identify, evaluate, understand and assess stakeholders

Problem analysis

Carry out analysis on economic, technological, social-cultural and environmental factors

Strategic analysis

Select project results/means/objectives and relate them to the project purpose and stakeholders

Objective analysis

Turn your problems into objectives. Define more specific needs among stakeholders. Frame hierarchy in objectives





Formulation cycle

Project **PLANNING**



Project plan – mutual UNDERSTANDING and
COMMITMENT by all the partners to be
TRANSLATED into application form

PLAN

checklist on commitments by partners

As partners we have

- clear goals
- clear understanding which problems and how we want to solve them
- We know who is target group and final beneficiaries
- clear, detailed action plan
- resource plan
- clear balanced division of responsibilities
- clear detailed budget
- a risk mitigation plan
- well established communication plan

APPLICATION

proposal (promise) to a financier

- Many of the same things as in the plan, but
- Translating the plan into a SPECIFIC APPLICATION FORM

Nowadays in electronic form

EURA, PROMAS, EACEA eForm

- Funding programme PRIORITIES
- Funding programme REQUIREMENTS
- Very detailed PARTNER information
- Specific TERMINOLOGY
- IMPACT and SUSTAINABILITY
- DISSEMINATION and exploitation of results
- Division of budget – EU funding +Co-financing

PLAN

helps in practical
management
serves as a working
tool

APPLICATION

contract with EC
(based on your
proposal promise)

Example from previous programme period

Kolarctic CBC 2014-2020

The Kolarctic CBC Programme has organised four calls for proposals during 2017-2020.

[Vision & Strategy](#) | [Priority axes & Thematic objectives](#) | [Budget](#) | [Programme area](#) | [Programme implementation](#) | [Programme administration](#) | [Programme documents](#)



PROMAS 

[Home](#) | [Support](#) | [User rights](#)

Application form details

[Basic information](#) | [Partner information](#) | [Summary](#) | [Relevance](#) | [Implementation](#) | [Budget and Financing](#) | [Annexes](#) | [Signature](#)

Application form details

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Give an overview of the project describing:

- the problem the project is planning to solve and how it has been identified;
- the objective of the project;
- the expected change the project will make to the current situation;
- the target groups and beneficiaries of the project;
- the main outputs the project will produce;
- the approach planned to take (type of activities to be implemented);
- why cross-border cooperation is necessary for implementation of this

Workplan examples

Horison 2020

Table 3.1b: Work package description

For each work package:

Work package number	Lead beneficiary						
Work package title							
Participant number							
Short name of participant							
Person months per participant:							
Start month				End month			

Objectives

Description of work (where appropriate, broken down into tasks), lead partner and role of participants

Deliverables (brief description and month of delivery)

Table 3.1c: List of Deliverables⁷

Deliverable (number)	Deliverable name	Work package number	Short name of lead participant	Type	Dissemination level	Delivery date (in months)

KEY

Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>.

For example, deliverable 4.2 would be the second deliverable from work package 4.

Type:

Use one of the following codes:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- OTHER: Software, technical diagram, etc.

Dissemination level:

Use one of the following codes:

- PU = Public, fully open, e.g. web
- CO = Confidential, restricted under conditions set out in Model Grant Agreement
- CI = Classified, information as referred to in Commission Decision 2001/844/EC.

Delivery date

Measured in months from the project start date (month 1)

Erasmus+

F.2. Project Activities		
F.2.1. Intellectual Outputs		
Output Identification	O1	
Output Title	Background study on entrepreneurship	
Output Type	Study/analysis	
Output Description	<p>The aim of the study is to create better conditions to understand current needs of partner organisations.</p> <p>First, it will summarise the theoretical background. Secondly it will identify current entrepreneurial organisations. For this purpose main assumptions account main domains of ecosystem: organisation availability of appropriate finance, quality and a range of institutional and infrastructure presented in multiplier project event as follows:</p>	
Languages	English	
Media(s)	Publications Internet	
Activity	Activity Code	O1-A1
	Project Phase	Implementation
	Title	Carrying out the entrepreneurship
	Description	<p>The beginning Training Plan will be agreed and partners carry out according to agreed and therefore v background an education ecosystem responsible to the partners the second phase t independently, will compile the responsible for</p>
	Tasks and role of each organisation	<p>Bifröst University responsibility for compiling, final carry out the study and provide the final electronic</p>
Estimated Start Date (dd-mm-yyyy)	01-10-2014	

Kolarctic CBC

Work plan

Describe the main activities to be implemented in the project. Make sure the described activities and outputs are in line with the logical framework of your project.

Also, compose an indicative schedule and a RACI matrix for the project by providing information for each activity.

Add an activity by clicking “+” symbol.

You can edit activities by clicking the activity on Activity planner.

Name	Description	Output	Country and region
 2. Cross-border, eco	This work package aims to create a cross-border network to help	Improved cross-border	Finland-Lapland Norway-Troms and Finnmark Russia-Other Russia-Nenets Autonomous District
 2.1. English language	When there are selected promising and talented young indigenous	English language traini	Finland-Lapland Norway-Troms and Finnmark Russia-Nenets Autonomous District



Young Innovative Entrepreneurs



Project Plan

Application for ENPI Kolarctic
2nd call of proposals

Applicant: Kemi-Tornionlaakso
Municipal Education and
Training Consortium Lappia

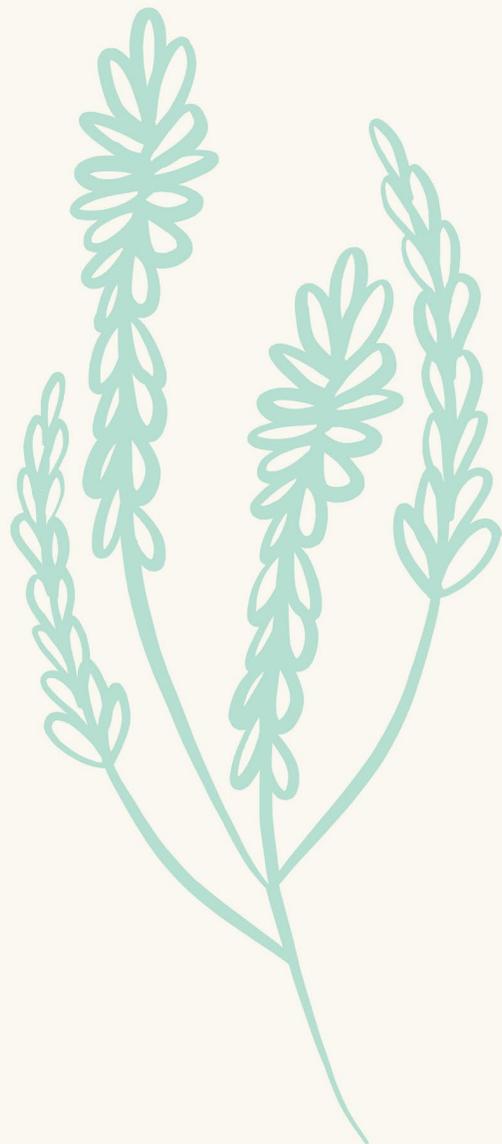


”Project WRITING” – some tips

- misleading term creates a confusion about actual work

Hereby is reminder of the “writing” WORKLOAD

- “Write”: investigate, analyse, develop, question, brainstorm, understand, conclude in **teams**
- Investigate what has already happened before (other projects)
- Invest time in building equal and strong partnerships
- Understand well your target group and their needs
- Understand well the problem you are solving and provide most suitable and feasible solution
- Write the project plan OUTSIDE project application and constantly keep joint planning workshops and feedback loop
- Project writing is based on specific systematic logical approach
- Do not fall in love with your idea -Project idea might change - different prospective to the same matter



THANK YOU!