

**This document is developed in the frame of the 'International Project Communication & Dissemination' training webinar conducted on 23.11.2021.  
It contains essential issues to keep in mind while developing communication, dissemination, and exploitation activities in the international project.**

### CHECKLIST

No	Check	yes/ no
<b>Planning</b>		
1	Programme C,D,E* requirements are checked	
2	Aim and strategy of the C,D,E* are developed together with partners	
3	Target groups are defined	
4	Tools & channels are selected depends on the partner country	
5	Indicators are developed	
6	Communication & Dissemination messages are available	
7	Time plan is developed	
8	Online & offline events suitable for communication & dissemination purposes are preliminary selected to participate in	
9	C,D,E* plan is designed	
<b>Implementation: Overall</b>		
10	Project identity is designed: <i>logo, project PPT templates, word doc template, etc</i>	
11	Project website is established in accordance with the EU Programme and EC requirements	
12	Project social media are established	
13	C,D,E* activities are defined and divided among partners with assigned persons	
14	Tool to define, monitor & evaluate the CDE activities is available to use by the project consortium ( <i>e.g., xls sharable table on OD/ GD, online management tool</i> )	
<b>Implementation: Internal Communication</b>		
15	Time plan with the frequency of project internal meetings is defined	
16	Project Management Handbook is available	
17	File storage for the exchange of docs within the project consortium is set ( <i>e.g., Google Drive, One Drive, HiDrive</i> )	
18	Tools to measure the project management & communication is ready to use ( <i>e.g., anonymous feedback form</i> )	
<b>Implementation: External Communication</b>		
19	Communication activities started to be implemented from the project starts	
20	Time plan for publishing articles, posts, news, etc is ready	
21	Story telling & simple language considered while conducting communication activities	
22	Communication activities are implemented systematically	
23	Communication activities are monitored and adjusted, if needed	
24	Indicators are collected and reported	
<b>Implementation: Dissemination</b>		
25	Key results are selected to disseminate once there are achieved	
26	Dissemination players are selected	

27	Dissemination activities are implemented systematically	
28	Dissemination activities are monitored and adjusted, if needed	
29	Indicators are collected and reported	
<b>Implementation: Exploitation &amp; Sustainability</b>		
30	Key results are selected for exploitation activities once there are achieved	
31	Market analyse is done (e.g., research, scientific market)	
32	Licenses and patent requirements are checked	
33	Key results are continuously used with benefit and evidence are available to report in the Final Report	

**\*Communication, Dissemination, Exploitation**