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# Guidelines for a *PROGRESS* project plan

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version 1.0, February 6, 2004

The project plan is intended for the monitoring of the progress of the project by the users committee as well as the PROGRESS programme committee. For this purpose the project plan contains specific information on the execution of the project as well as the general information on the project, as already given in the project proposal. When composing the project plan, several items can be taken and updated from the project proposal.

The project plan is written under responsibility of the project leader in consultation with the project partners. The project plan is valid if all project partners and PROGRESS agree on it. The project plan is updated at least every year.

In the first project plan the project members indicate how the comments of the referees affect the proposed project execution.

We indicate in this document which parts are similar to the project proposal. For a more concise description of these items you are referred to the Call for Proposals.

## **Format of the project plan**

The PROGRESS office receives your project plan preferably by e-mail in doc or pdf format. The maximum length is 10 (ten) pages of A4. The project plan is written in English.

## **Administrative data**

Provide the project title, code and name, address, phone number, fax number and e-mail address of the project leader and the project participants. Also give the telephone number of the secretary.

## **1 Summaries**

The summaries of your project should be clear to the general embedded systems community. At least the following subjects should be included: (*Similar to project proposal*)

### **1.1 Research**

Summarise in half a page the context, problem statement, research method and expected results.

### **1.2 Utilisation**

Summarise also in half a page the utilisation of the expected results: the chosen approach, the chosen partners and the way results will be brought into practice.

## **2 Profiles of the research group members (*Extended from project proposal*)**

- Names (if available) and profiles of all the permanent and temporary staff on the project of all project partners, both academic and industrial partners.
- Project staffing during the subsequent phases of the project, including minimum requirements
- Contingency planning for the case drop-outs might occur.

## **3 Co-operation and tuning with other (PROGRESS) projects**

Here it should be indicated what co-operations will be established in the project with other projects in the field and how the work is tuned mutually. Special attention should be devoted to the PROGRESS projects which were granted in the same tender as the project under consideration. Also, combination of the users committee meetings with other PROGRESS (or STW/IOP) projects should be considered.

## **4 Time schedule and allocation of tasks** *(Extended from project proposal)*

Describe the proposed course of the research over the years and how the different parts must interact. You give decision points (milestones) and moments research results are expected (deliverables). Further, you indicate who will perform which tasks.

The time schedule and task allocation is given as a rolling forecast. The project planning is given with most detail for the first year the project plan describes:

- Detailed task allocation and planning per person, co-operations, task locations included
- Decision moments (milestones) and deliverables in detail

For the next year the tasks, co-operations, decision moments and deliverables are given more generally. For years after that the tasks are planned in general.

## **5 Scientific description**

In this section of maximally three pages an expert in the field should find all information to assess the quality of the proposed research. Treat the following subjects:

### **5.1 Contents of the research** *(Similar to project proposal)*

### **5.2 Required personnel and equipment** *(Similar to project proposal)*

### **5.3 Connections with other research** *(Similar to project proposal)*

### **5.4 Knowledge transfer plan** *(Updated from project proposal)*

In the knowledge transfer plan you describe the transfer of knowledge resulting from the project to the scientific world as well as society: students, scholars, technology-oriented people, small and medium-sized enterprises, hogescholen, et cetera. The knowledge transfer is seen as an important aspect of research and must be planned right from the start of the project.

## **6 Utilisation plan**

Address the following issues: *(Similar to project proposal)*

### **6.1 The challenge from the practice and the proposed solution**

### **6.2 The users committee**

## **7 Contracts and patents** *(Updated from project proposal)*

## **8 Budget and financial planning**

All amounts are without BTW (VAT). The financial planning should be given in a similar way as the task planning: with great detail for the first year, more general for the years to follow.

- Personnel funded by PROGRESS
- Materials
- External travel expenses
- Investments
- **Contributions of partners**

Provide financial, staff and material contributions that the partners bring to the project. Specify the financial value of any participation of staff and material contributions.

- Overview of the total project costs

## **9 Literature**

In maximally two pages list all relevant and publicly available publications of the participating parties of the proposal, as well as relevant publications of others. *(Similar to project proposal)*

## **10 Key words, abbreviations and acronyms** *(Similar to project proposal)*

## **11 Referees' comments (exclusive for project plan year 1)**

In the first project plan, the project team indicates how they handle the (most critical) comments of the referees. If these comments are neglected, the reasons should be given here. Also, the adaptations of the project plan with reference to referees' comments should be given here. This part can also be integrated in the other sections.