**‘Writing for Success’.**

Workshop workbook

**Date/Time:**

**Lead Partner Organisation:**

**Lead participant:**

1. **General**

|  |
| --- |
| **ACTIVITY DESCRIPTION** |
|  |

1. **Partner**

|  |  |
| --- | --- |
| Partner | Partner Description & Tasks |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **KPI**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **KPI** | **TITLE** | **2021** | **2022** | **2023** | **TOTAL** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EXCELLENCE**

1. **Deliverable**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverable Title** | **Deliverable Description** | **DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Work Plan**

|  |  |
| --- | --- |
| **WORK PLAN** | |
| ACTIVITY 2101 |  |
| ACTIVITY DESCRIPTION |  |
| DELIVERABLES/MILESTONE |  |
| COST |  |

|  |  |
| --- | --- |
| ACTIVITY 2102 |  |
| ACTIVITY DESCRIPTION |  |
| DELIVERABLES/MILSTONE |  |
| COST |  |

|  |  |
| --- | --- |
| ACTIVITY 2103 |  |
| ACTIVITY DESCRIPTION |  |
| DELIVERABLES/MILSTONE |  |
| COST |  |

|  |  |
| --- | --- |
| ACTIVITY 2104 |  |
| ACTIVITY DESCRIPTION |  |
| DELIVERABLES/MILSTONE |  |
| COST |  |

**IMPACT**

1. **Demonstrations**

|  |  |
| --- | --- |
| **Demonstration Locations** | **Description** |
| **City 1** |  |
| **City 2** |  |
| **City 3** |  |

1. **Risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Title | Risk Type | Prob. | Impact | Description | Mitigation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Commercialization**

|  |
| --- |
| **Commerciaisation Strategy** |
|  |

1. **Sustainability**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Mechanism** | **Lead Partner** | **2021** | **2022** | **2023** | **2024** | **2025** | **TOTAL** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **TOTAL** | | | | | | |  |