



EFORWOOD

Sustainability Impact Assessment
of the Forestry - Wood Chain



Project no. 518128

EFORWOOD

Tools for Sustainability Impact Assessment

Instrument: IP

Thematic Priority: 6.3 Global Change and Ecosystems

D6.0.3 Module 6 Project Plan

Due date of deliverable: April 2006

Actual submission date: 29/09/2006

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Start date of project: 011105

Duration: 4 years

Organisation name of lead contractor for this deliverable: InnovaWood (P8)

Revision [2]

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	X
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

D6.0.3 Module 6 Project Plan

Module 6 Project/action Plan is a dynamic document that is reviewed and changed by the M6 Module leader in conjunctions with the Module partners and the IP Board.

	Action	Responsible partner(s)	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07
PD 6.0.1	Timetable of Module 6 meetings for the duration of the project aligned with overall project meeting timetable (Month 3)	Leader: InnovaWood																			
	Prepare / revise meeting plan	InnovaWood		➤																➤	
	Agree plan among M6 partners	All M6 partners			➤																➤
	Agree plan with co-ordinator	InnovaWood			➤																➤
	Publish to all project partners	InnovaWood			➤																➤
PD 6.0.2	Agreed two-way communication and reporting process (Month 6)	Leader: InnovaWood							Complete												
	Develop reporting templates	InnovaWood				➤															
	Agree usage of templates	All M6 partners					➤														
	Implement communications and reporting plan	InnovaWood / All M6 partners						➤													
D 6.0.3	Module 6 Project Plan (Month 6)	Leader: InnovaWood																			
	Complete / update M6 Project plan	InnovaWood			➤															➤	
	Review and agree plan	InnovaWood / All M6 partners				➤															➤
D 6.0.4	Module 6 Interim Report (Month 13)	Leader: InnovaWood																			
	Produce partner reports	All M6 partners											➤								
	Collate partner reports into single M6 report	InnovaWood												➤							
	Review and submit report	InnovaWood / All M6 partners													➤						
PD 6.1.1	Knowledge Transfer Needs Assessment for target groups (Month 12)	Leader: InnovaWood												Complete							
	In conjunction with M0, Identify target groups	EFI / All M6 partners						➤													
	Compile surveys	EFI								➤											
	Survey target groups and review response data	EFI / IW / CEI-Bois / CEPI											➤								

	Action	Responsible partner(s)	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07
D 6.1.2	Version 1 Matrix developed, mapping KT needs of Target Groups with sources of knowledge and KT Tools to be used in satisfying those needs (Month 16)	EFI leading, input from all partners																			Complete
	Prepare and deliver questionnaires for M1 - M5 in order to identify sources of knowledge	EFI / InnovaWood						➤													
	Review target group data from D 6.1.1 above	EFI / InnovaWood / CEI-Bois										➤									
	Develop Knowledge implementation plan based on version 1 of the KT matrix	EFI / Innovawood													➤						
	Review Knowledge Implementation plan and revise work plans to accommodate changes	InnovaWood / All M6 partners															➤				
D 6.1.3	Initial Knowledge Transfer Implementation Plan agreed and actions carried out accordingly (Month 18)	Leader: InnovaWood	This has evolved into the EF Communications Strategy & Plan																		
	Agree priorities for implementation	InnovaWood / EFI / CEI-Bois																			➤
	Schedule KT activities and events	InnovaWood / EFI																			➤
	In conjunction with M1 - M5 ensure appropriate experts are available for events	InnovaWood																			➤
	Complete KT material and execute actions as per the plan	InnovaWood / EFI / CEI-Bois																			➤
D 6.2.1	Interactive internet based information portal (Month 4)	Leader: InnovaWood	Completed - ongoing development continuing based on project needs																		
	Initial version of portal set up and available on the internet	Innovawood		➤																	
	Inform all partners and stakeholders and look for feedback	Innovawood			➤																
	Review and revise web site based on feedback	Innovawood				➤															➤

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PD 6.2.2	Agreed processes for portal update and data submission, editing and display on the portal (Month 8)	Leader: InnovaWood																				
										Completed - ongoing support provided to all partners as required												
	Develop mechanism for data input by Eforwood partners	Innovawood					⇒															
	Document procedures for accessing and updating the portal based on the above mechanism	Innovawood						⇒														
	Inform all partners of relevant procedures	Innovawood							⇒													
	Provide support where necessary to ensure that all partners know how to interact with the portal	Innovawood								⇒												
D 6.2.3	Agreed Specification document for on-line ToSIA demonstration (Month 18)	Leader: EFI																				
										Rescheduled to be in line with ToSIA development by M1												
	In conjunction with Module 1, prepare draft specification for on-line demonstration version of ToSIA	EFI / All M6 partners																				
	Organise training workshop for Stakeholders and Partners to clarify understanding	EFI / Innovawood																				
	In collaboration with Module 1, finalise specification for U-ToSIA	EFI																				
	Publish specification document to all Partner organisations	EFI																				
D 6.3.1	Dissemination & Exploitation Plan (Month 5)	Leader: InnovaWood																				
	Produce initial draft plan	InnovaWood / CEI-Bois				⇒																
	Review by M6 partners	All M6 partners				⇒																
	Revise and review by all Eforwood partners	InnovaWood / CEI-Bois					⇒															
	Finalise and publish	InnovaWood						⇒														

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PD 6.3.2	<i>Eforwood Training Plan based on gap analysis (Month 10)</i>	Leader: InnovaWood																				
	<i>Carry out training needs assessment with all Eforwood partners and stakeholders</i>	EFI				➤																
	<i>Analyse gaps and document</i>	EFI / InnovaWood					➤															
	<i>Produce draft plan</i>	EFI						➤														
	<i>Review by M6 partners</i>	All M6 partners																				
	<i>Revise and review by all Eforwood partners</i>	EFI / InnovaWood								➤												
	<i>Finalise and publish</i>	EFI										➤										
D 6.3.3	<i>Proceedings from the First Eforwood Conference (Month 18)</i>	Leader: CEI-Bois																				Completed
	<i>In conjunction with other Module leaders, agree date and location for First Eforwood Conference</i>	CEI-Bois / InnovaWood						➤														
	<i>Agree Agenda and Speakers for conference</i>	CEI-Bois								➤												
	<i>Carry out promotional activities on a timely basis</i>	CEI-Bois									➤											
	<i>Produce and implement a detailed activity plan for the lead-up to the Conference</i>	CEI-Bois											➤									
	<i>Carry out a post-conference review</i>	All M6 partners																			➤	
	<i>Publish proceedings in electronic and hard-copy format</i>	CEI-Bois																	➤			

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D 6.3.4	<i>Eforwood initial promotional material designed, produced and distributed through all partner networks (Month 18)</i>	Leader: CEI-Bois		Initial material produced and distributed. Ongoing updates throughout the project lifetime																	
	Produce initial Eforwood "Flier"	CEI-Bois / InnovaWood		➤																	
	Provide templates for Press Release to be used by partner organisations	CEI-Bois		➤																	
	Gather information from module leaders for use in Eforwood Newsletter	CEI-Bois / InnovaWood				➤															
	Produce InnovaWood Newsletter in at least three languages	CEI-Bois						➤													
	Produce promotional documentation relating to Eforwood initiatives as the need is clarified through the IP Board	CEI-Bois							➤					➤						➤	

	Action	Responsible partner(s)	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08
PD 6.0.1	Timetable of Module 6 meetings for the duration of the project aligned with overall project meeting timetable (Month 3)	Leader: InnovaWood																
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	Publish to all project partners	InnovaWood																
PD 6.0.2	Agreed two-way communication and reporting process (Month 6)	Leader: InnovaWood																
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	Agree usage of templates	All M6 partners																
	Implement communications and reporting plan	InnovaWood / All M6 partners																
D 6.0.3	Module 6 Project Plan (Month 6)	Leader: InnovaWood																
	Complete / update M6 Project plan	InnovaWood									⇒							
	Review and agree plan	InnovaWood / All M6 partners										⇒						
D 6.0.4	Module 6 Interim Report (Month 13)	Leader: InnovaWood																
	Produce partner reports	All M6 partners					⇒											⇒
	Collate partner reports into single M6 report	InnovaWood						⇒										
	Review and submit report	InnovaWood / All M6 partners							⇒									
PD 6.1.1	Knowledge Transfer Needs Assessment for target groups (Month 12)	Leader: InnovaWood																
	In conjunction with M0, Identify target groups	EFI / All M6 partners																
	Compile surveys	EFI																
	Survey target groups and review response data	EFI / IW / CEI-Bois / CEPI																

	Action	Responsible partner(s)	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08
D 6.1.2	<i>Version 1 Matrix developed, mapping KT needs of Target Groups with sources of knowledge and KT Tools to be used in satisfying those needs (Month 16)</i>	EFI leading, input from all partners																
	Prepare and deliver questionnaires for M1 - M5 in order to identify sources of knowledge	<i>EFI / InnovaWood</i>																
	Review target group data from D 6.1.1 above	<i>EFI / InnovaWood / CEI-Bois</i>																
	Develop Knowledge implementation plan based on version 1 of the KT matrix	<i>EFI / Innovawood</i>																
	Review Knowledge Implementation plan and revise work plans to accommodate changes	<i>InnovaWood / All M6 partners</i>																
D 6.1.3	<i>Initial Knowledge Transfer Implementation Plan agreed and actions carried out accordingly (Month 18)</i>	Leader: InnovaWood																
	Agree priorities for implementation	<i>InnovaWood / EFI / CEI-Bois</i>								➤								
	Schedule KT activities and events	<i>InnovaWood / EFI</i>									➤							
	In conjunction with M1 - M5 ensure appropriate experts are available for events	<i>InnovaWood</i>										➤						
	Complete KT material and execute actions as per the plan	<i>InnovaWood / EFI / CEI-Bois</i>											➤					
D 6.2.1	<i>Interactive internet based information portal (Month 4)</i>	Leader: InnovaWood																
	Initial version of portal set up and available on the internet	<i>Innovawood</i>																
	Inform all partners and stakeholders and look for feedback	<i>Innovawood</i>																
	Review and revise web site based on feedback	<i>Innovawood</i>									➤							

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	Document procedures for accessing and updating the portal based on the above mechanism	Innovawood																	
	Inform all partners of relevant procedures	Innovawood																	
	Provide support where necessary to ensure that all partners know how to interact with the portal	Innovawood	⇒												⇒				
D 6.2.3	Agreed Specification document for on-line ToSIA demonstration (Month 18)	Leader: EFI																	
	In conjunction with Module 1, prepare draft specification for on-line demonstration version of ToSIA	EFI / All M6 partners												⇒					
	Organise training workshop for Stakeholders and Partners to clarify understanding	EFI / Innovawood														⇒			
	In collaboration with Module 1, finalise specification for U-ToSIA	EFI																	⇒
	Publish specification document to all Partner organisations	EFI																	
D 6.3.1	Dissemination & Exploitation Plan (Month 5)	Leader: InnovaWood																	
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	Finalise and publish	InnovaWood																	

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	<i>Analyse gaps and document</i>	EFI / InnovaWood																
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	Agree Agenda and Speakers for conference	CEI-Bois																
	Carry out promotional activities on a timely basis	CEI-Bois																
	Produce and implement a detailed activity plan for the lead-up to the Conference	CEI-Bois																
	Carry out a post-conference review	All M6 partners																
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D 6.3.4	<i>Eforwood initial promotional material designed, produced and distributed through all partner networks (Month 18)</i>	Leader: CEI-Bois																
	Produce initial Eforwood "Flier"	CEI-Bois / InnovaWood						➤										
	Provide templates for Press Release to be used by partner organisations	CEI-Bois						➤										
	Gather information from module leaders for use in Eforwood Newsletter	CEI-Bois / InnovaWood								➤								
	Produce InnovaWood Newsletter in at least three languages	CEI-Bois										➤						
	Produce promotional documentation relating to Eforwood initiatives as the need is clarified through the IP Board	CEI-Bois											➤					➤

	Action	Responsible partner(s)	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09
PD 6.0.1	<i>Timetable of Module 6 meetings for the duration of the project aligned with overall project meeting timetable (Month 3)</i>	Leader: InnovaWood															
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	Agree usage of templates	All M6 partners															
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	Schedule KT activities and events	<i>InnovaWood / EFI</i>					⇒										
	In conjunction with M1 - M5 ensure appropriate experts are available for events	<i>InnovaWood</i>						⇒									
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	<i>Inform all partners of relevant procedures</i>	Innovawood															
	<i>Provide support where necessary to ensure that all partners know how to interact with the portal</i>	Innovawood									⇒						
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	<i>In collaboration with Module 1, finalise specification for U-ToSIA</i>	EFI															
	<i>Publish specification document to all Partner organisations</i>	EFI		⇒													
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	Produce promotional documentation relating to Eforwood initiatives as the need is clarified through the IP Board	CEI-Bois					⇒										