



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 **Revision submitted date: 18/09/2008**

Start date of project: 011105

Duration: 4 years

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

Revision [2]

Proje	ct 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 Ja	n-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-0
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	\sum															\supset	
	Agree plan among M6 partners	All M6 partners	\sum	>															\sum
	Agree plan with co-ordinator	InnovaWood																	\sum
	Publish to all project partners	InnovaWood		Σ															Σ
PD 6.0.2	Agreed two-way communication and reporting process (Month 6)	Leader: InnovaWood					Complet	e											
	Develop reporting templates	InnovaWood		Σ	>														
		All M6 partners			\sum														
	Implement communications and reporting plan	InnovaWood / All M6 partners				\sum													
D 6.0.3	Module 6 Project Plan (Month 6)	Leader: InnovaWood																	
	Complete / update M6 Proect plan	InnovaWood		\supset											\sum				
	Review and agree plan	InnovaWood / All M6 partners		Σ												\sum			
D 6.0.4	Module 6 Interim Report (Month 13)	Leader: InnovaWood																	
		All M6 partners									Σ	A							
	Collate partner reports into single M6 report	InnovaWood										\supset							
	Review and submit report	InnovaWood / All M6 partners																	
PD 6.1.1	Knowledge Transfer Needs Assessment for target groups (Month 12)	Leader: InnovaWood										Complete							
		EFI / All M6 partners				Σ													
	Compile surveys	EFI						\sum											
	Survey target groups and review response data	EFI / IW / CEI-Bois / CEPI									\supset								

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	Action	Responsible partner(s)	Nov-05	Dec-05	.lan-06	Feb-06	Mar-06	Anr-06	May-06	Jun-06	Jul-06	Διια-06	Sen-06	Oct-06	Nov-06	Dec-06	.lan-07	Feb-07	Mar-07 Apr-07	May-07
	Version 1 Matrix developed,	responsible partiel(s)	1404-03	200-00	Jan-00	7 00-00	Mai-00	Api-00	inay-00	Jun-00	0ui-00	Aug-00	OSP 00	301-00	.104-00	200-00	Juli-01	1 00-01	mai-or Api-or	Way-01
	mapping KT needs of Target																			
	Groups with sources of	EFI leading, inpout from all																		
	knowledge and KT Tools to be	partners																		
	used in satisfying those needs	parmers																		
D 6.1.2	(Month 16)																		Complete	
D 6.1.2	Prepare and deliver																		Complete	
	questionaires for M1 - M5 in																			
	order to identify sources of							Σ	>											
	knowledge	EFI / InnovaWood																		
	Ü	EF1/Innovawooa																		
	Review target group data	EEL/I W L/CELD:										\sum								
	from D 6.1.1 above	EFI / InnovaWood / CEI-Bois																		
	Develop Knowleged														_					
	implementation plan based														\sum					
	on version 1 of the KT																			
	matrix	EFI / Innovawood																		
	Review Knowledge																			
	Implementation plan and																\sum			
	revise work plans to																			
	accommodate changes	InnovaWood / All M6 partners																		
	Initial Knowledge Transfer																			
	Implementation Plan agreed	Leader: InnovaWood																		
	and actions carried out	Leader: Innova wood																		
D 6.1.3	accordingly (Month 18)			This has	evolved	into the E	F Commu	nication	s Strateg	y & Plan										
	Agree priorities for									•							\sum			
	implementation	InnovaWood / EFI / CEI-Bois																		
	Schedule KT activities and																			
	events	InnovaWood / EFI																\sum		
	In conjunction with M1 - M5																			
	ensure appropriate experts																		\sum	
	are available for events	InnovaWood																		
		Innova wood																		
	Complete KT material and execute actions as per the																			
	-	InnavaWood / EEL / CEL P -:-																	\sum	1
	plan	InnovaWood / EFI / CEI-Bois																		
	1																			
	Internactive intermed bear I	Leader: InnovaWood																		
D.C.	Interactive internet based	Leader: Innova w ood					O			l =	4!!-	u baas dis								
D 6.2.1	information portal (Month 4)						completed	u - ongo	ing deve	opment o	ontinuing	g based on	project	neeas						
	Initial version of portal set																			
	up and available on the	T		\sum																
	internet	Innovawood																		
	Inform all partners and				\sum	 														
	stakeholders and look for	,																		
	feedback	Innovawood																		
	Review and revise web site	L .				\sum												\sum		
	based on feedback	Innovawood																		

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Agreed processes for perval update and an authoristic acting and displays on the perval of the perva	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 Apı	-07 May-07
Decement procedures for accessing and updating the parties based on the above mechanism Imovawood	update and data submission, editing and display on the									Complete	ed - ongoi	ng support prov	ded to all	partners	as requir	red			
accessing and updating the portal based on the above horsewood mechanism be horsewood mechanism be horsewood mechanism be horsewood horsewood mechanism be horsewood h	1 0	Innovawood					\sum												
relevant procedures Provide support where necessary to ensure that all partners know how to interact with the portal Agreed Specification document for on-time tooks in the portal In conjunction with Module 1, prepare draft specification for on-line demonstration (Month 18) In conjunction with Module 1, prepare draft specification for on-line demonstration with Module 1, prepare draft specification for on-line demonstration with Module 1, prepare draft specification for on-line demonstration with Module 1, prepare draft specification for the provided of the provided	accessing and updating the portal based on the above	Innovawood						\sum											
necessary to ensure that all partners know how to interact with the portal Agreed Specification document for on-line ToSIA development by M1 In conjunction with Module 1, prepare atril specification for on-line demonstration version of ToSIA Organic training workshop for Sukcholders and Partners to clarify understanding In collaboration with Module 1, include and in the partners of the partn		Innovawood							\sum										
Do. 2.3 demonstration (Month 18) Leader: EFI Rescheduled to be in line with ToSIA development by M1	necessary to ensure that all partners know how to	Innovawood								\sum									
1, prepare draft specification for on-line demonstration version of ToSIA EFI / All M6 partners	for on-line ToSIA	Leader: EFI	Resched	luled to b	e in line v	with ToSIA c	levelopm	ent by N	M 1										
for Stakeholders and Partners to clarify understanding EFI / Innovawood	1, prepare draft specification for on-line demonstration	EFI / All M6 partners																	
1, finalise specification for U- ToSIA Publish specification document to all Partner organisations EFI Dissemination & Exploitation Plan (Month 5) Per Completed - this has been incorporated into the EF Communications Strategy & Plan Produce initial draft plan Produce initial draft plan Review by M6 partners All M6 partners Review by M6 partners Review and review by all Eforwood partners InnovaWood / CEI-Bois	for Stakeholders and Partners to clarify	EFI / Innovawood																	
Dissemination & Exploitation Leader: InnovaWood Completed - this has been incorporated into the EF Communications Strategy & Plan	1, finalise specification for U-																		
D 6.3.1 Plan (Month 5) Completed - this has been incorporated into the EF Communications Strategy & Plan	document to all Partner	EFI																	
Review by M6 partners All M6 partners Revise and review by all Eforwood partners InnovaWood / CEI-Bois	Plan (Month 5)						Co	omplete	d - this h	nas been	incorporat	ted into the EF C	ommunic	ations St	rategy & I	Plan			
Revise and review by all Eforwood partners InnovaWood / CEI-Bois					Σ	>													
Eforwood partners InnovaWood / CEI-Bois		All M6 partners																	
Eforwood pariners Innovawood / CEI-Bois		I W I/CELD:				\rightarrow													
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	1 maist una puonsn	IIIIOVU W OOU																	

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	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 6.3.2	Eforwood Training Plan based on gap analysis (Month 10)	Leader: InnovaWood											Complete	ed - this h	as been	incorpora	nted into t	he EF Co	mmunicati	ons Stra	ategy & Pl
	Carry out training needs assessment with all Eforwood partners and stakeholders	EFI				Σ															
	Analyse gaps and document Produce draft plan	EFI					Σ	Σ	\supset												
	Review by M6 partners Revise and review by all Eforwood partners	All M6 partners EFI / InnovaWood								\sum											
	Finalise and publish	EFI										\bigcap									
D 6.3.3	Proceedings from the First Eforwood Conference (Month 18)	Leader: CEI-Bois																		C	Completed
	In conjunction with other Module leaders, agree date and location for First Eforwood Conference	CEI-Bois / InnovaWood						\sum													
	Agree Agenda and Speakers for conference	CEI-Bois								\sum											
	Carry out promotional activities on a timely basis	CEI-Bois									\sum										
	Produce and implement a detailed activity plan for the lead-up to the Conference	CEI-Bois											\sum								
	Carry out a post-conference review	All M6 partners																		\sum	
	Publish proceedings in electronic and hard-copy format	CEI-Bois																\sum			
																					•

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	Action	Beeneneible pertner(e)	Nov 05	Dec-05	lon 06	Fab 06	Mor Of	A mr. 06	May 06	lun 06	lul oc	A 06	Con OC	004.06	Nov 06	Doc 06	lan 07	Fab 07	Mar-07	An: 07	May 07
	Action	Responsible partner(s)	NOV-US	Dec-05	Jan-u6	reb-uo	war-ub	Apr-u6	way-u6	Jun-06	Jui-06	Aug-06	Sep-06	Oct-06	NOV-U6	Dec-06	Jan-u/	Feb-u/	war-u/	Apr-07	May-07
D 6.3.4	Eforwood initial promotional material designed, produced and distributed through all partner networks (Month 18)	Leader: CEI-Bois		Initial ma	terial pro	duced ar	nd distribu	ted. On	going up	dates thro	oughout t	the project	lifetime								
	Produce initial Eforwood "Flier"	CEI-Bois / InnovaWood		\supset																	
	Provide templates for Press Release to be used by partner organisations	CEI-Bois		\sum																	
	Gather information from module leaders for use in Eforwood Newsletter	CEI-Bois / InnovaWood				\sum															
	Produce InnovaWood Newsletter in at least three languages	CEI-Bois						\sum													
	Produce promotional documentation relating to Eforwood initiatives as the need is clarified through the IP Board	CEI-Bois							\supset					\sum					\sum		

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	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)											20	,	., .,				
	Prepare / revise meeting plan Agree plan among M6	InnovaWood																
	partners	All M6 partners																
	Agree plan with co-ordinator Publish to all project partners	InnovaWood InnovaWood																
PD 6.0.2	Agreed two-way communication and reporting process (Month 6)	Leader: InnovaWood																
	Develop reporting templates Agree usage of templates	InnovaWood All M6 partners																
	Implement communications and reporting plan	InnovaWood / All M6 partners																ı
D 6.0.3	Module 6 Project Plan (Month 6)	Leader: InnovaWood																
	Complete / update M6 Proect plan	InnovaWood								\sum								
	Review and agree plan	InnovaWood / All M6 partners									\sum							
D 6.0.4	Module 6 Interim Report (Month 13)	Leader: InnovaWood																
	Produce partner reports Collate partner reports into single M6 report	All M6 partners InnovaWood				Σ	> 											Σ
	Review and submit report	InnovaWood / All M6 partners						\sum										
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 Survey target groups and review response data	EFI / IW / CEI-Bois / CEPI																

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	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	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, inpout from all partners			v												•	•
	Prepare and deliver questionaires for M1 - M5 in order to identify sources of knowledge	EF1/InnovaWood																
	Review target group data from D 6.1.1 above	EFI / InnovaWood / CEI-Bois																
	Develop Knowleged 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																
	Agree priorities for implementation Schedule KT activities and	InnovaWood / EFI / CEI-Bois								\supset								
	events	InnovaWood / EFI									\sum							
	In conjunction with M1 - M5 ensure appropriate experts are available for events	InnovaWood										\sum						
	Complete KT material and execute actions as per the plan	InnovaWood / EFI / CEI-Bois											\sum					
D 6.2.1	Interactive internet based information portal (Month 4)	Leader: InnovaWood																
	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									\sum							

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	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
	Agreed processes for portal update and data submission, editing and display on the portal (Month 8)	Leader: InnovaWood																
	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	\sum												\sum			
	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												\sum				
	Organise training workshop for Stakeholders and Partners to clarify understanding	EFI / Innovawood														\sum		
	In collaboration with Module 1, finalise specification for U- ToSIA																	\supset
	Publish specification document to all Partner organisations	EFI																
	Dissemination & Exploitation Plan (Month 5)	Leader: InnovaWood																
_ 51011		InnovaWood / CEI-Bois																
	Review by M6 partners	All M6 partners																
	Revise and review by all Eforwood partners	InnovaWood / CEI-Bois																
1	Finalise and publish	InnovaWood																

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	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 6.3.2	Eforwood Training Plan based on gap analysis (Month 10)	Leader: InnovaWood	an															
	Carry out training needs assessment with all Eforwood	EFI																
	Analyse gaps and document Produce draft plan	EFI / InnovaWood EFI																
	Review by M6 partners Revise and review by all	All M6 partners																
	Eforwood partners Finalise and publish	EFI / InnovaWood EFI																
D 6.3.3	Proceedings from the First Eforwood Conference (Month 18)	Leader: CEI-Bois																
	In conjunction with other Module leaders, agree date and location for First Eforwood Conference	CEI-Bois / InnovaWood																
	Agree Agenda and Speakers for conference																	
	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																
	Publish proceedings in electronic and hard-copy format	CEI-Bois																
																		-

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

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	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
	Action	Responsible partiler(s)	OC1-06	NOV-UO	Dec-06	Jan-09	ren-ua	War-09	Apr-09	Way-09	Jun-09	Jui-09	Aug-09	Sep-us	001-09	NOV-U9	Dec-09
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	\sum														
	Agree plan among M6 partners	All M6 partners		\supset													
	Agree plan with co-ordinator	InnovaWood		\sum													
	Publish to all project partners	InnovaWood		Σ													
PD 6.0.2	Agreed two-way communication and reporting process (Month 6)	Leader: InnovaWood															
	Develop reporting templates Agree usage of templates	InnovaWood All M6 partners															
	Agree usage of templates	Att Mo 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 Proect plan	InnovaWood				\sum											
	Review and agree plan	InnovaWood / All M6 partners					\sum										
D 6.0.4	Module 6 Interim Report (Month 13)	Leader: InnovaWood															
	Produce partner reports	All M6 partners	\wedge											Σ	>		
	Collate partner reports into single M6 report	InnovaWood	\sum												\sum		
	Review and submit report	InnovaWood / All M6 partners		\sum												\sum	
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															

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	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
	Version I Matrix developed, mapping KT needs of Target Groups with sources of knowledge and KT Tools to be	EFI leading, inpout from all partners							,								
	used in satisfying those needs	partiers															
D 6.1.2	(Month 16)																
	Prepare and deliver																
	questionaires 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 Knowleged implementation plan based on version 1 of the KT matrix	EFI / Innovawood															
	Review Knowledge Implementation plan and revise work plans to	EFT/ Innovawood															
	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															
	Agree priorities for					\sum											
	implementation Schedule KT activities and	InnovaWood / EFI / CEI-Bois															
		InnovaWood / EFI					\sum										
	In conjunction with M1 - M5 ensure appropriate experts are available for events	InnovaWood						\sum									
	Complete KT material and execute actions as per the plan	InnovaWood / EFI / CEI-Bois							\supset								
D 6.2.1	Interactive internet based information portal (Month 4)	Leader: InnovaWood															
	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					\sum										

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	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 6.2.2	Agreed processes for portal update and data submission, editing and display on the portal (Month 8)	Leader: InnovaWood															
	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									\sum						
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		\sum													
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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	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 6.3.2	Eforwood Training Plan based on gap analysis (Month 10)	Leader: InnovaWood								•				·			
	Carry out training needs assessment with all Eforwood partners and stakeholders	EFI															
	Analyse gaps and document Produce draft plan	EFI / InnovaWood EFI															
	Review by M6 partners	All M6 partners															
	Revise and review by all Eforwood partners	EFI / InnovaWood															
	Finalise and publish	EFI															
D 6.3.3	Proceedings from the First Eforwood Conference (Month 18)	Leader: CEI-Bois															
	In conjunction with other Module leaders, agree date and location for First Eforwood Conference	CEI-Bois / InnovaWood															
	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															
	Publish proceedings in electronic and hard-copy format	CEI-Bois															

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	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
D 6.3.4	Eforwood initial promotional material designed, produced and distributed through all partner networks (Month 18)	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					\sum										

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