



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

Deliverable D6.0.3
Module 6 Project Plan Months 1-51

Due date of deliverable: Month 6
Actual submission date: Month 11
Revision submission date: Month 52

Start date of project: 011105
Duration: 4 years

Organisation name of lead contractor for this deliverable: InnovaWood, Ireland

Final version

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

The attached Excel file contains the updated Module 6 Project Plan. It is a dynamic document that is reviewed and changed by the M6 Module leader in conjunctions with the Module partners and the IP Board.

(attachment: M6 Workplan_0909.pdf)

	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	Jun-07	Jul-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, 28, 38)	Leader: InnovaWood																					
	Complete / update M6 Project plan	InnovaWood			➤																	➤	
	Review and agree plan Updates	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																					➤

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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																			➤			
D6.1.4	Revised Communications Strategy and Plan (Month 28, 32, 37, 42) incorporating a post project communication plan	InnovaWood																						
D 6.2.1	Interactive internet based information portal (updates, Month 36,42)	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																					
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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								⇒												⇒	
D6.2.3	Agreed Specification document for on-line ToSIA demonstration (Month 38)	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 WebToSIA	EFI																					
	Publish specification document to all Partner organisations	EFI																					
D6.2.4	On line demonstration version of ToSIA	EFI																					
D6.3.1	Dissemination & Exploitation Plan (Month 5, 28,46)	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										➤												
D6.3.3	<i>Proceedings from the First Eforwood Conference (Month 18)</i>	Leader: CEI-Bois																						
	<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, 26,32,38,42)</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	Innovawood						➤															
	Produce promotional documentation relating to Eforwood initiatives as the need is clarified through the IP Board	CEI-Bois							➤					➤						➤			
D6.3.5	<i>EFORWOOD final conference plan</i>	Innovawood / M0																					
PD6.3.5	<i>EFORWOOD Newsletter</i>	InnovaWood																					
PD6.3.6	<i>EFORWOOD brochure</i>	InnovaWood																					

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	Schedule KT activities and events	InnovaWood / EFI							➤													➤
	In conjunction with M1 - M5 ensure appropriate experts are available for events	InnovaWood								➤												
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PD6.3.5	<i>EFORWOOD Newsletter</i>	InnovaWood											Σ>									Σ>
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