Project Plans

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### Summary

Whether working on a large European-level project or a small one person project it is useful to prepare a short work plan subdividing the project into Work packages and Tasks, each with a responsible person, time scale and defined deliverable. Also include a Gantt chart showing all Work Packages and Tasks; when they start and when they finish.

This information - typically no longer than 2-3 pages - gives a precise description of the project in tabular form.

### Overview of Project

Describe the motivation and goals of the project in approximately one paragraph.

### Work Package Description

Use a table to describe each work package and subsidiary tasks, people responsible, duration and deliverables. A possible structure is given below:

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| **WP1: Project management** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of work package WP1* | | | | | |
| **T1.1 Literature Search** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T1.1* | | | | | |
| **T1.2 Design Spec** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T1.2* | | | | | |
| **T1.3 Design Spec Review** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T1.3* | | | | | |

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| **WP2: System specification** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of work package WP2* | | | | | |
| **T2.1 Literature Search** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T2.1* | | | | | |

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| **WP3: Component 1** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of work package WP3* | | | | | |
| **T3.1 Literature Search** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T3.1* | | | | | |
| **T3.2 Design Spec** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T3.2* | | | | | |
| **T3.3 Design Spec Review** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T3.3* | | | | | |

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| **WP4: Component 2** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of work package WP4* | | | | | |
| **T4.1 Literature Search** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T4.1* | | | | | |
| **T4.2 Design Spec** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T4.2* | | | | | |
| **T4.3 Design Spec Review** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T4.3* | | | | | |

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| **WP5: System testing** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of work package WP5* | | | | | |
| **T5.1 Literature Search** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T5.1* | | | | | |
| **T5.2 Design Spec** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T5.2* | | | | | |
| **T5.3 Design Spec Review** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T5.3* | | | | | |

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| **WP6: Engagement with reference clients** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of work package WP6* | | | | | |
| **T6.1 Literature Search** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T6.1* | | | | | |
| **T6.2 Design Spec** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T6.2* | | | | | |
| **T6.3 Design Spec Review** | | | | | |
| **Responsibility** |  | **Duration** |  | **Deliverable** |  |
| *Description of task T6.3* | | | | | |

### Gantt Chart

Also useful is a timetable – such as a Gantt chart – showing the estimated duration of each work package and task. Depending on the duration of the project,

|  |  | **Weeks/Months 1-12** | | | | | | | | | | | |
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|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **WP1: Project management** | | | | | | | | | | | | | |
| T1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP2: System specification** | | | | | | | | | | | | | |
| T2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP3:Component 1** | | | | | | | | | | | | | |
| T3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP4:Component 2** | | | | | | | | | | | | | |
| T4.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T4.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T4.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP5:System testing** | | | | | | | | | | | | | |
| T5.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T5.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T5.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WP6:Engagement with reference clients** | | | | | | | | | | | | | |
| T6.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T6.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| T6.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |