

PROJECT DESCRIPTION - TEMPLATE

Template for preparing a project description that synthetically summarizes the goals and major aspects of a co-production initiative.

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How to use this INTERLINKER

Drafting a project description at the beginning of a collaborative initiative is very important to identify addressed problems and scenarios, orient the following stages of stakeholders network building, and provide the starting point for communication and collaborative service design. This document provides **a template on how to describe the main aim and expected benefit** of establishing a collaborative network of stakeholders and engaging them in the co-production process.

This template can be downloaded and filled in with the information of your own project. **You can also use the online, digital template** directly offered inside the INTERLINK platform for the same purpose.

TIP: The project description can be iteratively refined as the project progresses. It is important to try and prepare an initial description at the beginning to focus ideas and share views. But refinement and integration is the norm.

Are you looking for an example of project description prepared for another project?

An example of a project description is available for inspiration. See the INTERLINK "PROJECT DESCRIPTION Example".



PROJECT DESCRIPTION TEMPLATE

Coordinator of the co-production project:	<i>(Cite the name of the organization initiating the co-production project)</i>
Title:	<i>(Select a title that briefly states what the project is about. It is advisable to also create an acronym for easy reference to the project in following consortium activities)</i>
Main Goal:	<i>(Briefly state which is the main expected goal)</i>
Context and description:	<i>(Describe the context in which the co-production approach will be exploited and the stakeholders potentially interested in the process)</i>
Actual organization of the service	<i>(Describe the actual organization of the service, if applicable)</i>

Limits/challenge of the actual service/initiatives	<i>(Describe the limits/challenges of the current situation and the type of desired improvement)</i>
Future/desired scenario 1 (even if still hypothetical)	<i>(Describe the scenario in which a co-production approach might support actors involved in co-creating and co-delivering a service)</i>
Future/desired scenario 2	<i>(Insert another scenario if available)</i>
Key Actors and roles	<i>(Define the type of actors involved in the co-production of the service and their expected roles. A more in-depth analysis of stakeholders will take place in the early stages of the project development)</i>

Related initiatives and projects	<i>(Describe related initiatives that can help to better understand the project)</i>
Available resources and links to other relevant documents	<i>(Collect useful resources on the project background that may represent a useful read for the project members)</i>
Notes	