

## GUIDE FOR PREPARING A CELTIC PROJECT DESCRIPTION

Note: The PD template can be found at the CELTIC Project Support Website

### GENERAL REMARKS

The Celtic-Plus Project Description (PD-Plus) is a legal document and an annex to the Project Cooperation Agreement (PCA). It describes the detailed project plan and all project data that has been agreed by all project participants before or at the project kick-off meeting.

Basically the PD contains almost the same information as the originally submitted Full Project Description. However some additional information is required and more details in the work organisation have to be provided. The level of detail should allow all participants to get a clear picture of the assigned work, planned completion dates and responsibilities within the project in order to carry out the work as planned.

In particular the PD should contain all revised and actual dates on project start, milestones and delivery dates as well as revision of the allocated budget and effort per partner and per work package. In case Project Changes Requests have already been issued this information must also be reflected in the PD.

### DETAILS ON PROJECT

#### Project Identification

Please indicate the acronym, the full title, and the CELTIC project number. Enter name and requested contact information of the nominated project coordinator.

#### Key Information

**Effort and budget table:** Compile the effort and budget figures from the tables further down in order to achieve an immediate overview on effort and requested budget. The total budget includes the national funding and own contributions. In addition please specify any additional costs that are already included in the total figure. Additional costs are, e.g. travels, meetings, equipment, etc. A more detailed specification of the additional costs has to be provided in section 4.2 and in table 6.4.

**Completion of legal documents:** Please show at a glance which legal documents have been agreed and which documents are still pending.

**Project Abstract:** Provide concise information for executives on the project scope and expected results. Limit the abstract to maximum 25 lines.

In the second box please provide information how the project will contribute to the CELTIC “Integrated Telecommunications Systems” approach. Explain how it will contribute to promoting the CELTIC “Pan-European Lab” with platforms and test vehicles. Limit the text to 20 lines max.

**Consortium Overview:** List at a glance all involved partners and the countries where they are located. Indicate also the type of organisation. In case of SME refer to the Eureka definition (< 250 employees).

Please note that the Project Abstract and the general information on consortium partners involved in the project (excluding details on partners and budget) will be published at the CELTIC Website!

## **1 REQUESTED MODIFICATIONS BY REVIEWERS, PAs AND/ OR CG**

This section must be completed only if modifications were requested for a labelled project proposal (CPP). For running projects and sub sequential PCR submissions this does not apply.

### **1.1 Requested modifications by reviewers, Core Group and/or Public Authorities**

*Recall (copy) the summary comments received in the CELTIC evaluation letter.*

### **1.2 Summary of implemented modifications**

*Summaries what changes have been considered and in which section they were incorporated. Indicate also eventual mergers with other proposals, changes in consortium, budget, etc.*

### **1.3 Comments/ reasons on modifications that have not been considered**

*Indicate requested modifications that were not considered. Explain the reasons why (e.g. technical, practical reasons, etc.).*

## **2 MODIFICATIONS FROM LAST PROJECT DESCRIPTION (PD)**

This section should be completed in case of PCR submissions of revised project descriptions. You may also copy the text as used in the related PCR submission.

### **2.1 Summary of changes**

### **2.2 Reasons for changes**

### **2.3 Changes in key data**

## **3 PROJECT SUMMARY**

Please provide all agreed details on the project as requested.

### **3.1 Main focus**

*Explain the main intention and the goals of the project; if possible attach figures to make your idea better understood*

### **3.2 State-of-the-art situation \*)**

*Describe the current technological situation, the current problems and gaps and indicate current activities on technological improvements. What is the current technological state before the project starts.*

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\*) These chapters are particularly important for the funding countries. Describe carefully the advantages for each involved countries and explain why a public funding would be beneficial.

### **3.3 Rationale for the project**

*Why is the proposed project important; which problems will be solved and which results will be generated that are currently not available?*

### **3.4 National and European market and business impact <sup>\*)</sup>**

*Explain which impact your project will have on the competitive edge for European industries on a per-country perspective.*

#### **3.4.1 European impact**

#### **3.4.2 National impact for <country A> \*)**

#### **3.4.3 National impact for <country B> \*)**

### **3.5 Technological innovation and strategic relevance <sup>\*)</sup>**

*Explain which technological innovation your project will have achieved at the end of the project. Explain the strategic relevance and expected impact of your proposal on a per-country perspective. Describe relationships with related European or national projects if any.*

### **3.6 Business perspective or business plans <sup>\*\*)</sup>**

*Explain the business expectations after the project has finished and provide a business plan on a per country basis (as far as this is possible).*

#### **3.6.1 European perspective**

#### **3.6.2 National perspective for <country A>**

#### **3.6.3 National perspective for <country B>**

### **3.7 Relevance to Celtic-Plus**

*Explain the technical & strategic relevance and adherence to the Celtic-Plus 'Purple Book', in terms of:*

- *Technical contents (domains addressed)*
- *Contribution to the 'Integrated Telecommunication Systems' approach*

### **3.8 Major visible results, products**

*Describe the major results expected and published from the project. Major results are e.g. new/ improved products, test/ prototype implementations, test environments, specifications, patent, etc..*

### **3.9 Contribution to Standards**

*Describe how the project will contribute to standards. Identify standards bodies/ for a where contributions will be made or which shall be influenced.*

### **3.10 Dissemination activities and exploitation of results**

*Describe and specify the planned (major) activities to disseminate the results, e.g. brochures, websites, workshops, conferences, etc. Indicate how the results will be further exploited by the partners (e.g. product/ service development, etc.)*

## 4 PROJECT AND WORK ORGANISATION

In this chapter you should provide a detailed description how the project will be structured and the work is organised. In particular it is important to explain the relationship and work flow between work-packages. Indicate also critical paths and provide an assessment on possible risks. For critical risks provide a contingency plan.

### 4.1 Project structure

Describe how the project is organised (e.g. work package structure, links and relationship between work packages). Provide a technical description for each work package (intended results, milestones, work organisation)

### 4.2 Project Calendar

Provide a sufficiently detailed timeline (Gantt chart or bar diagram that indicates the duration of each WP (and tasks); their interdependencies and milestones (e.g. delivery dates or other important events).

### 4.3 Risk assessment

Provide a risk analysis and a contingency plan for identified risks.

Example:

Type of risk	Risk level	Analysis/contingency
Key software/ hardware products that are needed for a demonstrator are not ready in time	medium	As fallback solution in such case the alternative solution <...> will be used

### 4.4 Work breakdown

Describe for each work package the technical work that will be carried out, the expected results, and the intended use or exploitation of the results. Indicate further work breakdown of each WP (e.g. tasks). Explain also the roles of the partners involved in the work package and their major contributions for that work page.

## 5 PROJECT MANAGEMENT

Describe the overall project management structure including management bodies/ committees. Indicate and explain the individual responsibilities in the project (project leader, WP-leaders, Task leaders), the decision-making process, and resolution of conflicts.

## 6 DETAILS ON BUDGET AND FUNDING

In chapter 4.1 some information should be given on the budget and public funding situation of the partners. It is considered necessary, which sources for funding have been identified and what kind of own contributions will be made.

In chapter 4.2 details on additional budget that is needed for equipment and other costs must be provided. The additional budget is included in the total budget figures.

## 7 CONTACT DETAILS

Provide for each partner updated details about the contact persons.

## **7.1 Description of the consortium**

Describe why the consortium has been composed as proposed. Indicate what kind of expertise each partner will provide and how well the available expertises match with the project requirements. Identify possible gaps in expertise and explain how these gaps will be filled (e.g. by future extensions, or by a complementary national or European project).

Provide a short description of each partner (company profile) and expert involved (CV). Specify responsibilities allocated to experts.

## **8 EFFORT AND BUDGET TABLES**

Fill in the tables as indicated. In the tables in 6.1 insert additional rows for each partner in a work package. Provide (sub-) totals for each WP. Please note that all figures should be given in person years (PY). In table 6.2 the total requested budget (own contributions and funding) should be specified for each year. The figures should be in kEuro. In table 6.3 the total requested budget (in kEuro) should be specified per country and per year.