

## 5. WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 5.1 Work plan

#### Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

Insert text

### 5.2 Work packages and activities

#### WORK PACKAGES

*This section concerns a detailed description of the project activities.*

*Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*

*Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.*

*For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).*

*Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).*

*⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

#### Work Package 1

Work Package 1: Project 1					
Duration:	M1 - 36	Lead Beneficiary:	Applicant Company		
<b>Objectives</b>					
<i>List the specific objectives to which this work package is linked.</i>					
<p>The objective of the European slate development is to foster the competitiveness of European independent production companies and to increase their economic weight on the market. The aim is also to increase the capacity of audiovisual producers to develop projects with potential to circulate throughout Europe and beyond, and to facilitate European and international co-production.</p>					
<b>Activities (what, how, where) and division of work</b>					
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i>					
<i>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating <b>in bold</b> the task leader.</i>					
<i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>					
<b>Note:</b>					
<i>In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.</i>					
<i>The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i>					
<i>If there is subcontracting, please also complete the table below.</i>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Scriptwriting	Updating artistic material	Writer name	other	yes
T1.2	Research	Update on research work undertaken	Applicant company	BEN	No

	Attending markets & financier meetings	Attending Markets and financier meetings across Europe to raise finance for production	Applicant company	BEN	No
	Casting	Casting activities to cast the actors	Casting director name	Other	yes
	Development of new technical VR elements	Research and development of new technical	Applicant company	BEN	No
	Recces	Recces for shoot	Applicant company	BEN	No
	Production of teaser	Production of the teaser to present to financiers	Applicant company	BEN	No

### Milestones and deliverables (outputs/outcomes)

**Milestones** are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open  automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				

MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Updated creative Material	1	Applicant Company	[R — Document, report]	[SEN — Sensitive]	36	PDF Artistic Material - EN
D1.2	Update on research work undertaken	1	Applicant Company	[R — Document, report]	[SEN — Sensitive]	36	PDF - Update on research work undertaken - EN
D1.3	Updated financing and production budgets and schedules	1	Applicant Company	[R — Document, report]	[SEN — Sensitive]	36	PDF - Updated financing and production budgets and schedules - EN
D1.4	Update on key artistic crew/casting	1	Applicant Company	[R — Document, report]	[SEN — Sensitive]	36	PDF - Update on key artistic crew/casting - EN
D1.2	Interoperable Standard Identifier	1	Applicant Company	[DEC — Websites, patent filings, videos, etc]	[PU — Public]	36	Identifier number
D1.2							