## Template Project Plan TechBridge

**Mandatory annex to the Application Form TechBridge-innovation project**

*To properly assess and rank your application, the project plan must be completed in full. Each section specifies which aspects you need to describe.*

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**Annexes (if any), in example:**

* Technical annex
* Letter(s) of commitment

**Section 1: Project overview**

*Indicative length: 2-3 pages*

**a) Project name and acronym**

* What is the full name of the project?
* What is the project acronym?

**b) The pitch**

Provide an introductory description of the project:

* What is the main objective of the project?
* What makes this project innovative or unique compared to existing solutions?
* Why is this project timely, and what is its international relevance or potential impact?

**c) Scope**

How does your project align with the scope of the call, as defined in the call text?

**d) International collaboration**

Provide an overview of the project consortium:

* List the Dutch project partners involved
* List the international project partners involved
* List the subcontractors, testbed providers and/or service providers involved (if any)
* Describe how project costs are divided among the partners

**e) Added value of public funding**

Explain why public funding is essential to realising this project, and what additional value it enables that would not be possible otherwise.

**Section 2: Impact**

*Indicative length: 4-6 pages*

1. **Need or challenge**

*Clarify the reason for the project and the gap it aims to fill:*

* What is the main motivation for the project?
* What business need, technological challenge or market opportunity does it address?
* What comparable solutions or innovations already exist, and what are their limitations?
* What prior work or research have you already done in response to this need?

1. **Expected results**

*Describe what the project will deliver and how it is innovative in the market context:*

* What are the main tangible results of the project?
* What products, processes or services will be developed?
* Are these results entirely new, or improvements/adaptations of existing ones?
* How do these results create added value for end users, customers or the market?

1. **Market and commercialisation strategy**

*Show how you will bring the innovation to market and how the market context supports this:*

* What is your route to market, including key steps and the expected timeline?
* What commercialisation strategy will you follow, and why is it the most suitable?
* What roles and responsibilities will each partner have in commercialising the results?
* What are the conditions of the target market, including its size, key actors, dynamics, regulation, and entry barriers?

1. **Business case and growth potential**

*Explain the financial logic and long-term strategic value of the project:*

Describe the following:

* What revenues, cost savings or return on investment do you expect as a result of the project?
* What financial investments (past, present and future) are associated with bringing the results to market?
* How will the results of the project impact your productivity and growth, both short and long term?
* What market share or market penetration do you expect to achieve?

1. **Intellectual property and exploitation**

*Describe how you will protect and use the project outputs:*

* How will the foreground IP (results generated during the project) be protected, and who will own it?
* What agreements are in place regarding sharing, management, and exploitation of foreground and background IP among the project partners?
* What background IP will each partner bring into the project, and how will it be protected and managed?
* If research organisations are involved, how will the results be disseminated, and how will the IP be used in further research or commercial activities?

1. **Wider societal impact**

*Describe the broader societal relevance and potential effects of the project beyond commercial success:*

* What broader societal changes or benefits could arise from the project?
* How might the project influence society and social dynamics?
* How does the project address ethical considerations related to the project?
* How are legal aspects and regulatory requirements considered in the project?

**Section 3: Technological innovation**

*Indicative length: 4-6 pages*

1. **Technical approach and methodology**

*Describe the technical foundation and methods used in the project:*

* What is the core technical approach or architecture of the project?
* Which methodologies, tools, or processes will be used?
* How do these methods support the project’s objectives?
* How will the approach enable successful development and delivery?

1. **Degree of innovation**

*Explain the level and nature of innovation within the project:*

* What is innovative about the technology or approach?
* What are the unique selling points (USPs)?
* How does the innovation go beyond existing solutions?
* Does the project represent a breakthrough or incremental improvement?

1. **Technical state of the art analysis**

*Position the project in relation to current technologies and knowledge:*

* What is the current state of the art in your project domain?
* Which technologies or solutions are currently available?
* How does your solution differ from or improve on these?
* What scientific or technical gaps does the project address?

1. **Technical risks and mitigation strategies**

*Identify potential technical challenges and your plan to address them:*

* What are the main technical uncertainties or risks?
* How will these risks be monitored during the project?
* What measures will you take to mitigate or reduce these risks?
* How will risk management contribute to project success?

1. **Technological roadmap and future development**

*Outline the long-term vision and development path for the technology:*

* What are the next steps for the technology after the project ends?
* How could the technology evolve or be applied in other domains?
* What future research or development activities are foreseen?
* How will the project outcomes support sustainable innovation?

1. **Integration and scalability**

*Explain how the technology will be embedded and expanded:*

* How will the technology be integrated into existing systems or processes?
* What are the main technical challenges related to scaling up?
* How will scalability be tested and ensured?
* How does the project ensure technical robustness and flexibility?

**Section 4: Quality and efficiency of the implementation**

*Indicative length: 4-6 pages*

1. **Consortium composition and expertise**

*Describe the composition of the consortium and the expertise of each partner relevant to the project:*

* What are the core activities and market focus of each consortium partner?
* What knowledge, skills, and experience do individual team members contribute?
* How is each partner’s involvement aligned with their ongoing activities?
* What is the strategic interest or motivation of each partner in participating?

1. **Collaboration structure and added value**

*Explain the rationale for international collaboration and how it enhances the project:*

* What is the added value of international cooperation in this project?
* How does cross-border collaboration strengthen scientific, technological, or commercial outcomes?
* How do the competencies of the partners complement each other?
* How will partners work together to jointly develop and apply knowledge?

1. **Project governance and management**

*Describe how the project will be managed and coordinated:*

* What is the governance structure of the consortium (e.g., steering group, work package leads)?
* How are responsibilities, decision-making, and communication organised?
* What is the management experience of the coordinating partner, and how will they lead?
* What tools, systems or processes will be used to ensure effective management and control?

1. **Work plan and division of tasks**

*Provide a high-level overview of how the work is structured. Full details per work package — including tasks, milestones, deliverables, and partner-specific costs — must be provided in Section 5: Detailed Description of Work Packages*

* What is the overall structure and logic of the work plan?
* How are roles and responsibilities distributed across the work packages?
* What dependencies and sequencing exist between work packages?
* How does the division of tasks align with the expertise and involvement of each partner?

1. **Resources, facilities and external support**

*Clarify the required resources and infrastructure for project execution:*

* What resources (staff, time, funding) will be allocated by each partner?
* What facilities, equipment or tools are needed, and how will these be accessed?
* Are there any essential subcontractors or third parties involved?
* How will the necessary expertise or capacity be secured if not available in-house?

1. **Implementation feasibility, risk management, and economic security**

*Describe how the project will be implemented successfully, risks controlled, and economic/strategic aspects safeguarded (excluding IP management, which is addressed in Section 2e):*

* What are the main operational, organisational, and economic/strategic risks, including cross-border or supply chain risks?
* How will these risks be monitored, mitigated, and managed during implementation?
* How will progress, results, and deliverables be tracked and reported to ensure effective project delivery?
* What critical factors, including coordination, resources, contingencies, and safeguarding strategic assets, are essential for success?

**Section 5: Detailed description of work packages**

1. **Work packages**

Describe each work package in sufficient detail using the work package template:

|  |  |
| --- | --- |
| Work package number | WP1, WP2, etc. |
| *Work package title* | Short and clear title of the work package |
| *Lead partner* | Name of the coordinating partner for this work package |
| *Participating partners* | All partners actively contributing to this work package |
| *Category* | Research / Development (or other, if applicable) |
| *Start month* | e.g. Month 1 |
| *End month* | e.g. Month 12 |
| *Work package objectives* | Brief overview of the objectives |
| *Tasks and responsibilities* | For each task list: • Task 1.1 – Title & short description – Responsible partner(s) • Task 1.2 – … |
| *Milestones* | Name 1–2 concrete milestones with timing (e.g. M1: Prototype design completed – Month 6) |
| *Deliverables* | Key outputs (reports, tools, hardware, demonstrators) with expected delivery month |
| *Estimated costs per partner* | Cost distribution per partner (personnel, equipment, subcontracting, other) |

1. **Gantt chart**

Include a Gantt chart showing the timing and interdependencies of work packages and partner tasks across the project duration. This is essential for visualising the planning and coordination of the project. A Gantt diagram at the project level is required as part of the application.