

WORKPLAN & WORKPACKAGES

Please ensure that the information you provide in this worksheet is consistent with Part F of your eForm

The same reference and sub-reference numbers used in the logical framework matrix must be assigned to each deliverable and related activity. The first month of the project must be marked 1. Please use the following symbols:

- Activity carried out in the EU or Candidate Country: O
- Activity carried out in the Partner Country: X

Development	DEV
Quality Plan	QPLN
Dissemination	DISS
Exploitation	EXP
Management	MNGT

Table 1

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																				
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	
DEV1	1.1	Collecting and analysis of EU good practices	25		O	O	O	O	O	O																														
	1.2	Mapping of universities' innovation potential	25			X	X	X	X	X	X																													
	1.3	Forming of Regional UIP Programme Committee (UIP-PC)	2			X																																		
	1.4	Design and development of Regional UIP for WBC universities with defined focus and priorities	30							X	X	X	X	X	X	O																								
	1.5	Implementation, monitoring and tuning UIP at UKG, UNS, UZ, UBL and UM	104												X	X	X	X	X	X	X	O	X	X	X	X	X	O	X	X	X	X	X	O	X	X	X	X		
DEV2	2.1	Benchmarking assessment of existing university structures and services in the areas of knowledge transfer, research and innovation	16							X	X	X	X																											
	2.2	TSNA and market analysis	16							X	X	X	X																											
	2.3	Reinforcement of existing university structures and services in line with UIP and identified needs	48										X	X	X	X	X	X	X	X	X	X	X	X					X											
	2.4	Establishment of five Business Service Offices (BSO) at WBC universities	104												X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
	2.5	Improvement of the university regulatory documents and procedures for well-functioning of management and quality control systems	30										X	X	X	X	X	X					X			X			X											
	2.6	Capacity building trainings of university staff	10																																					
DEV3	3.1	Forming of Regional Programme Committee for Business Incubators (BI) and Science Technology Parks (STP) development - RDS-PC	2			X																																		
	3.2	Elaboration of Regional Development Strategy	25							X	X	X	O	X	X	O																								
	3.3	Capacity building trainings of BI and STP staff	20																																					
	3.4	Development and delivery of start-up training courses for university students and staff	20												X	X																								
	3.5	Development and delivery of trainings and services to tenants	20																																					
	3.6	Regional networking and internationalization of BIs and STPs	52																																					
DEV4	4.1	Development of Methodology for innovation management at WBC universities	16											X	X	X	X																							
	4.2	Defining of roles and responsibilities of stakeholders within innovation workflow	8											X	X																									
	4.3	Customization and setting-up of collaborative software platform/tool for innovation management	41																																					
	4.4	Trainings for users of innovation suite	10																																					
	4.5	Reporting of innovation metrics, monitoring and ongoing support to innovation community	40																																					
	4.6	Optimizing innovation methodology along the way	10																																					
QPLN1	5.1	Development of quality control and monitoring strategy	12		O	O	O																																	
	5.2	Internal monitoring and interviews of target groups	38					O	O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	5.3	External monitoring	6																																					
	5.4	Inter-Tempus coaching	6							X																														
DISS1	6.1	Elaboration of Consolidated Plan for dissemination and raising awareness	12			X	X	X																																
	6.2	Design, printing and publishing of promotional materials	12			X				X				X																										
	6.3	Design and maintenance of web sites (WBCInno and 5 BSO sites)	155		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	6.4	Ten Info days and public appearances	12		X					X					X																									
	6.5	Five Workshops	16																																					
	6.6	Five Open door days at WBC universities	8																																					
	6.7	Final Conference on knowledge triangle	6																																					
EXP1	7.1	Development of Sustainability strategy of WBC universities	12																																					
	7.2	Innovation Ideas Competition for students	4																																					
	7.3	Involvement of student organizations in university innovation platform	24			X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	7.4	Continuous updating and delivery of trainings and services to BI/STP tenants and enterprises	52																																					
	7.5	Improvement of collaboration within Triple helix framework in the WBCs	25																																					
MNGT1	8.1	Preparing of Manual for contractual and financial management	6		X	X	X																																	
	8.2	Overall project management	156		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	8.3	Local project management at EU level	34			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
	8.4	Local project management at WBC level	68			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	8.5*	Steering Committee meetings and reporting	20			X																																		
	8.6	Preparing reports	16																																					
	*	Notice																																						
	X	Kick off - M2 - Serbia - UKG																																						
	O	1st SC meeting - M7 - Austria - TUG - combined with act.1.1 - collecting EU good practices and analysis, act. 5.3 External monitoring																																						
	O	2nd SC meeting - M13 - United Kingdom - UB - combined with act.1.4 - Adoption of UIP, act.2.6 and 3.3 - Capacity building trainings, 3.2 - Adoption of RDS, 3.6 - Regional networking, act. 5.3 External monit.																																						
	O	3rd SC meeting - M18 - Spain - UA - combined with act.2.6 and 3.3 - Capacity building, act. 3.6 - Regional networking and intern., act. 5.3 External monitoring, act. 7.1 - Development of Sustainability strategies																																						
	X	4th SC meeting - M25 - Bosnia&Herzegovina -UZ- combined with act. 5.3 External monitoring, act.6.5 - Workshop in Zenica and act.7.1 Adoption of Sustainability strategy																																						
	X	5th SC meeting - M31 - Montenegro -UM- combined with act. 5.3 External monitoring, act.6.5 - Workshop in Podgorica																																						
	X	6th SC meeting - M35 - Serbia - UNS - combined with act. 5.3 External monitoring, act.6.7 - Final Conference in Novi Sad																																						

To add (a) row(s), click a cell INSIDE the table, then on the upper Insert menu click "Row".