Online Work packages

ITEA 3 Call 7 FPP Briefing webinar

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What is a Work package?

- A Work package (WP) describes in detail the work breakdown structure, i.e. how the consortium intends to organise the work and reach its goals

- Making the technical value chain description properly helps you in defining the WPs and their contents

- Online WP includes the following tabs:
    - Effort
    - Objectives and expected results
    - Tasks
    - Deliverable list

Tasks

- Each WP is divided into tasks
- A task is an activity that needs to be accomplished within a defined time period or by a deadline to reach the goals defined for the WP
- After all the tasks of a WP have been completed, the goal of the WP should have been reached

Deliverables

- A deliverable is a tangible or intangible good or service produced as a result of a project (https://en.wikipedia.org/wiki/Deliverable)
- Deliverables of ITEA projects can be textual or software deliverables

Expectations

- A WP description should convince the reviewers and Public Authorities that:
    - the planned work has been thought out precisely
    - the roles and contributions of every partner are clearly defined
    - the project can reach its goals and they will have societal impact
    - the project will provide innovative results
    - in the project there is international cooperation between several countries

Practical hints for WPs

- While defining WPs, tasks and deliverables remember that the project consortium and the goals will evolve in time → take modifiability into account

- Make sure that none of the countries/partners is effort-wise in a dominant position

- The optimal number of WPs and tasks depends on the project, but don't include too many WPs (max 6-7) as managing and reporting them will mean a lot of work for you

- In practice the allocation of the WPs could be following: one WP for project management, one for exploitation, dissemination and standardisation and 4-5 for technical WPs

- Even if your Public Authority requires having a country-specific use case, define it to serve the common goal of the project (i.e. prevent the project becoming a group of independent sub-projects)

Practical hints for deliverables (1/2)

- Plan the deliverables to serve the goal of your project - not to be additional documents that you provide for ITEA and national level reporting

- Consider transferring some of the deliverables directly into scientific publications → you can save the effort of double "reporting"

- Focus more on quality and relevance of the deliverables rather than their quantity

- Documents can be either public or private: public document will be visible on the ITEA public website; private documents are only accessible within the project environment of the ITEA website.

- Only the document deliverables should be uploaded to the WPs on the ITEA website (not software).

Practical hints for deliverables (2/2)

- ITEA deliverables have no predefined file format, but the reviewers should be able to open them so avoid using file formats that are not so common

- Give your documents a short, descriptive and self-explaining file name

- Your document reaches wider audiences if you add keywords to the name that will be indexed by Google and other search engines (and D1.3 is not one of them)

- Including an update/extension of the State-of-the-Art (SotA) as a deliverable is highly recommended. The SotA must be a public document to be able to include it in the ITEA Living Roadmap (LR) https://itea3.org/community/roadmap/index.html. Before adding the SotA to the LR two ITEA Steering Group members will evaluate if the SotA is of adequate quality to be included

Questions?
Don't hesitate to contact us!

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