

Guideline for collaboration and twinning plan

(preliminary note : this template is meant as a guide for drafting collaboration plans and preparing a synthesis presentation of results of the collaboration plan on the last day of the workshop. All twinning partners are expected to elaborate this draft plan and presentation to be shared with respective twinning partners and the organizers on 16.11.2007 for follow up and further elaboration between the partner companies. The template may of course be adapted according to the needs of the respective partner companies):

IMPORTANT POINTS FOR A PLAN, POSSIBLE LEAD QUESTIONS AND REFERENCES

1) Field of cooperation

2) Interest of the cooperation for both parts.

"How will all partners stay engaged and motivated?"

3) Objectives of the cooperation :

"What should be achieved and how? What is the precise specification for the project? Possible working tool: logical framework matrix linking actions, outputs, objectives and goal (see http://en.wikipedia.org/wiki/Logical_framework_approach) or other project management tools such as key performance indicators, balanced scorecard etc

4) Identification of the needs for the implementation of the cooperation:

- trainings needs on the open source technology that is going to be used

- training on collaborative working methods and tools

5) Action Plan with responsibilities and resource planning

- Draft time frame for cooperation: What will be next steps? What are dates for actions/outputs? Who will implement them? Through which means and when will follow-up communication take place? Is there a need for further face-to-face meetings (in Europe)? Possible working tool: action plan / timescales with dates and responsibilities

- Team and Responsibilities: Who will be part of the joint project team and what will be the functions/responsibilities?

- Budgetary issues (resources, financials etc.)

6) Possible brakes and limits that could slow up the collaboration process

Possible working tool: SWAT analysis matrix (Strengths, Weaknesses, Opportunities, and Threats, see <http://en.wikipedia.org/wiki/SWOT>)