

## **RDI loans for labor-intensive sectors in disruptive circumstances**

### **Project plan guideline**

(Updated 14 Oct 2020)

You can prepare a project plan in any form, but it must describe all of the matters presented below.

1. Project name

2. Project implementation organization

Please note that the temporary research, development and innovation loan is intended for SMEs and midcap-companies employing at least six people and operating in Finland, as well as for foundations and associations doing significant business.

3. Name of the author of the project plan and date

4. Planned start and end date of the project

5. Project goals:

- What new or enhanced products, business processes, practices, or services will be created as a result of this project?
- How will the project change the company's competitive position in the market? What form of new competitive advantage will be created as a result?

6. Project implementation and resources

- Describe the measures that will be taken in the project for each work package and explain how and with what resources the project will be implemented.

- Describe in the work packages what kind of experiments may be planned with the customers. Experimentation means testing and experimenting with new ways of working within a company or with customers before they are economically exploited, ie commercialized. Please note that normal sales and marketing activities cannot be funded.

- What is the aim of the work package?
- What measures are taken in the work package? Please note that only costs for research, development and innovation are eligible costs.
- Which people in the company work in the work package and what is their estimated workload (in person-months)? What job tasks does each of the people in the project do?
- What services does the company procure for the project from outside the company as purchasing services? Who are the potential service providers? What are the prices of the services to be procured (estimate)?