**PROJECT NAME**

**Related to the application […]**

(Please include here the application’s “Document record”,
which was given to your application in Business Finland Online services.)

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| Author |
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| Date |
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# General description

|  |
| --- |
| What is the goal of the project?What will be done in the project?What are the expected results of the project? |

# Project tasks

|  |
| --- |
| Describe project tasks, resources, and amount of work/costs. |

|  |  |
| --- | --- |
| **Task 1.** | **Add the name of the task** |
| Description | Describe the work to be done in the task. |
| Persons | Persons participating the implementation of the task. List the person managing the task first.Name and the amount of work in person months. |
| Total amount of work | The overall hours spent on the task in person months  |
| Subcontracting | Subcontractor 1, X€Subcontractor 2, Y€ |
| Results | List the targeted results of the task. |

|  |  |
| --- | --- |
| **Task 2.** | **Add the name of the task** |
| Description | Describe the work to be done in the task. |
| Persons | Persons participating the implementation of the task. List the person managing the task first.Name and the amount of work in person months. |
| Total amount of work | The overall hours spent on the task in person months.  |
| Subcontracting | Subcontractor 1, X€Subcontractor 2, Y€ |
| Results | List the targeted results of the task. |

**Task 3.**

**…**

(Please make copies of the above table for each task as necessary.)

# Summary of the resources

## Project work

|  |  |  |
| --- | --- | --- |
| **Person**  | **Job description** (e.g., programming) | **Project work**(person months) |
| Project person 1 |  |  |
| Project person 2 |  |  |
| Project person 3 |  |  |
| Total |  |  |

## Purchased services

|  |  |  |
| --- | --- | --- |
| **Subcontractor**  | **Description of the work to be purchased**  | **Cost** |
| Subcontractor 1 |  |  |
| Subcontractor 2 |  |  |
| Subcontractor 3 |  |  |
| Total |  |  |

#

# Timetable

|  |  |  |  |
| --- | --- | --- | --- |
| Project duration | dd.mm.20XX | – | dd.mm.20XX |

# Estimated costs

(More information about the eligible costs can be found on:
<https://www.businessfinland.fi/en/for-finnish-customers/services/funding/tempo-funding> under “Eligible costs”)

|  |  |
| --- | --- |
| **Type of cost** | **€** |
| Salaries |  |
| Indirect personnel cost |  |
| Purchased services |  |
| Other expenses |  |
| **Total** |  |

Please file your application at: <https://www.businessfinland.fi/en/for-finnish-customers/online-services>