

Example Project development and bid-writing work plan

Timescale	Area of work
Week 1	Development of project specification
Weeks 2 – 5 (<i>or longer</i>)	Research, identify and liaise with partners
Weeks 6-8	Organise (international) partnership meeting and circulate/collate pre-meeting questionnaire.
Week 9	Full partnership meeting to discuss & agree project: Aims & objectives, Work plan, Budget allocation, Roles & responsibilities
Week 11	Drafting & circulation of first draft
Week 13	Feedback from partners and preparation of annexes
Week 15	Circulation of 2 nd draft and co-financing statements
Week 17	Feedback from partners & submission of signed co-financing statements
Week 18	Final modifications and quality check
19 & 20	Translation (where necessary) and lead partner signature
Week 21	Submission (special postal service/courier/email)