HOW TO DESIGN A PROJECT

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Latvia – Lithuania

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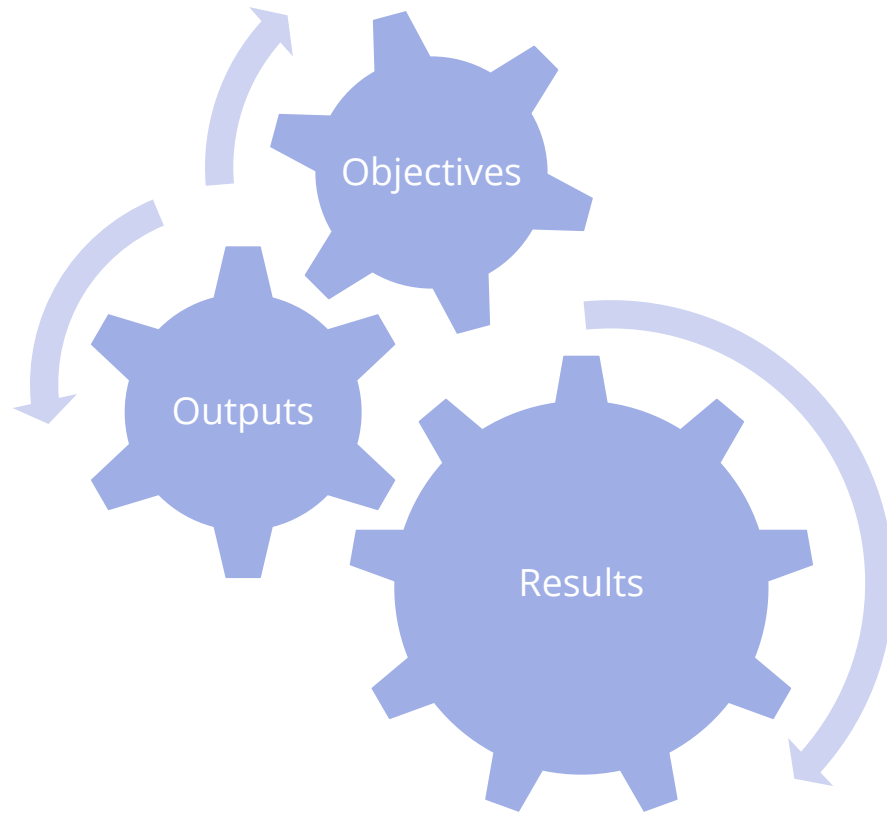**4** Outputs and results

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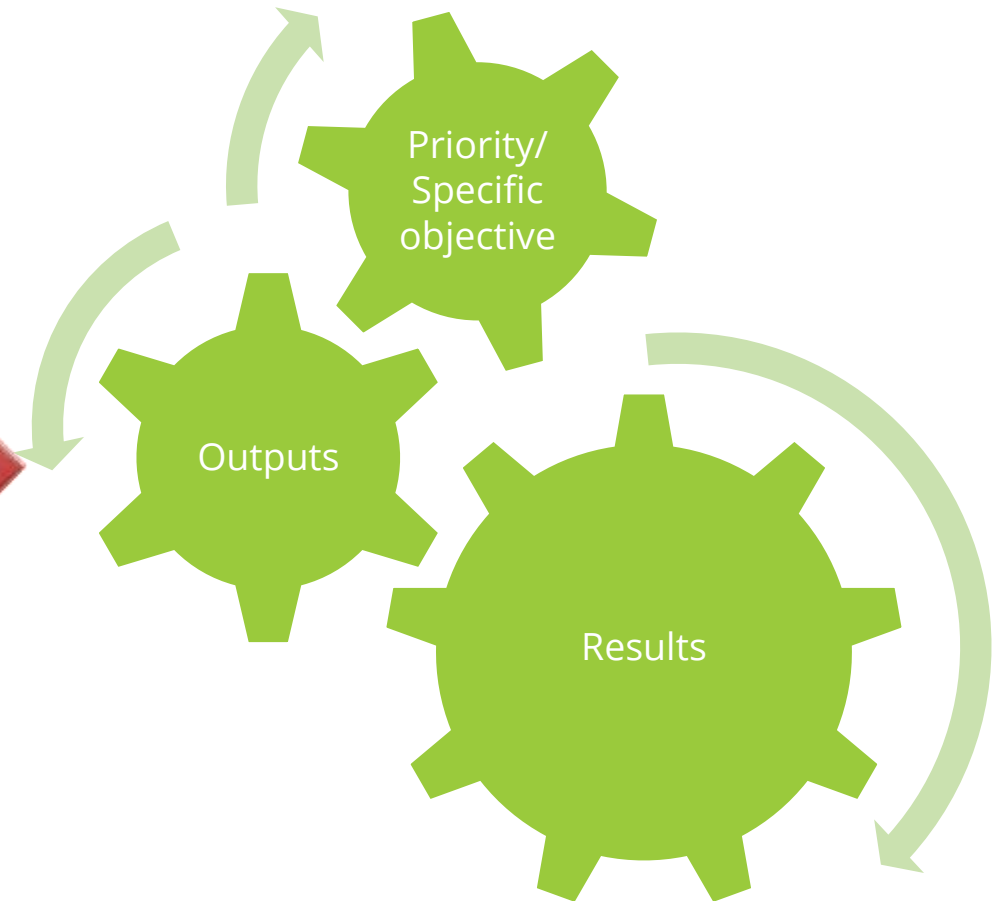
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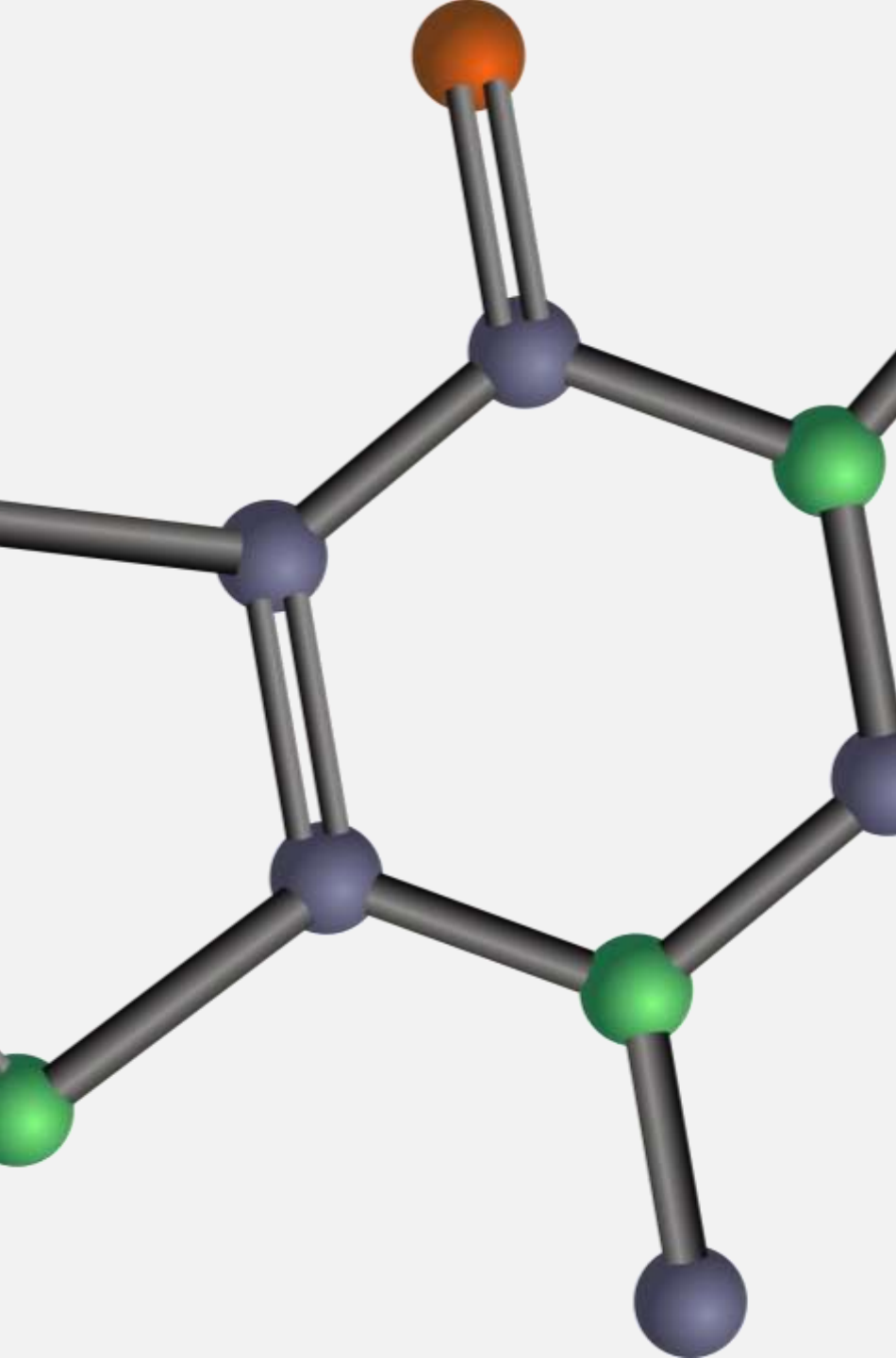
Programme requirements

Project structure

```
┌─────────────────┐        ┌─────────────────┐
│ Project overall │ ──────▶│ Project results │
│   objective     │        │                 │
└─────────────────┘        └─────────────────┘
         ▲                          ▲
         │                          │
┌─────────────────┐        ┌─────────────────┐
│ Project specific│ ◀──────│ Project outputs │ ◀──┐
│   objectives    │        │                 │    │
└─────────────────┘        └─────────────────┘    │
                                                   │
┌──────────────────────────────────────────────┐ │
│             Project work plan                 │ │
│               Work packages                   │─┘
│                 Activities                    │
│                Deliverables                   │
│                  Time plan                    │
└──────────────────────────────────────────────┘
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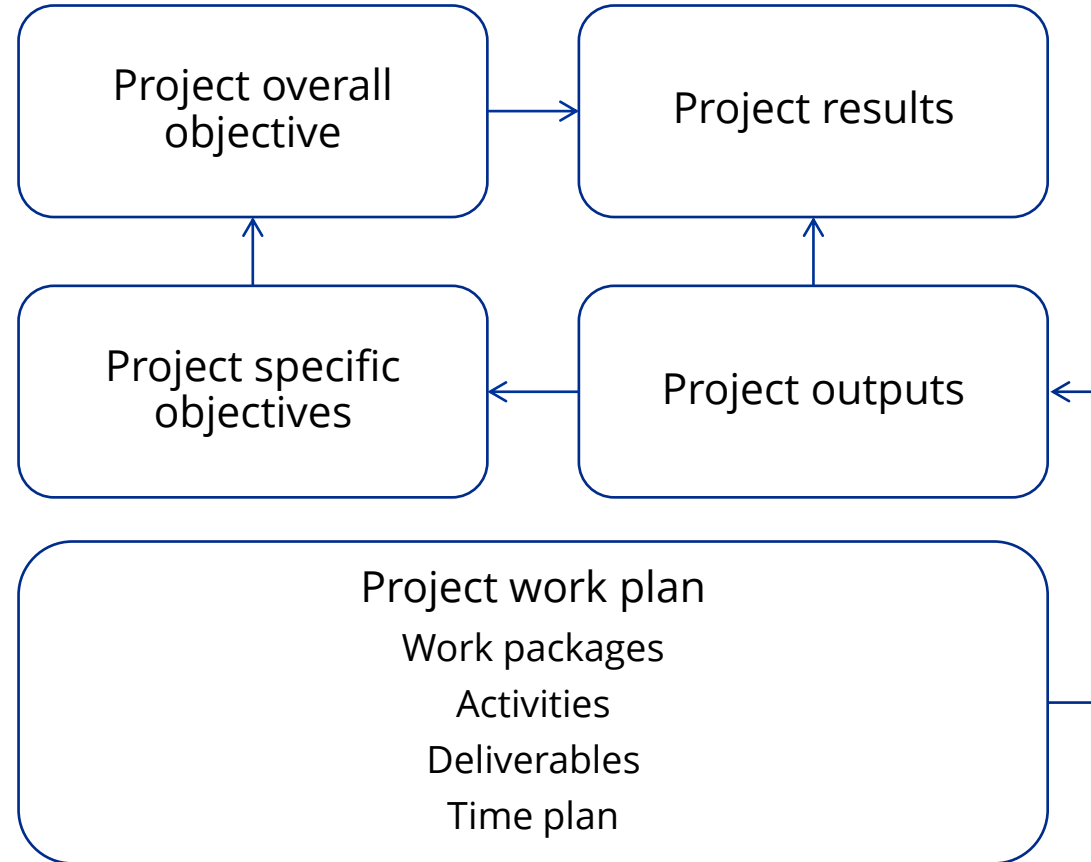
Project objectives

Project overall objective

Provides overall context for what the project is trying to achieve, shall be linked to Programme priority/specific objective.

To increase number of visitors in the Programme area through developing and promoting two joint cross-border nature trails.

Project specific objective

✓ **A tangible statement describing what the project is trying to achieve.**

✓ **Shall be planned in each Work Package (WP) and linked to activities/deliverables of the WP.**

To develop map of skiing routes and destinations in Latvia and Lithuania by inspecting skiing destinations.

Project communication objective

- ✓ **Communication objective shall aim at changes in a project target audience's behaviour, knowledge or belief**

- ✓ **Communication objective must contribute to the achievement of the project specific objective**

Types of communication objectives	**Belief objective** What you want your audience to **believe or feel**	**Knowledge objective** What you want your audience to **know**	**Behaviour objective** What you want your audience to **do**
Examples of change	Farmers from the Venta and Lielupe catchments **will believe** that crop-rotation schemes can reduce agricultural pollution and be economically beneficial.	Farmers from the Venta and Lielupe catchment **will know** how to choose the optimal crop-rotation schemes.	Farmers from the Venta and the Lielupe catchment **will choose** to grow crops that reduce agricultural pollution.

Project work plan

Work plan

- ✓ Prepared for the whole project implementation period

- ✓ A basis for project implementation, reporting, monitoring and audit

- ✓ Changes in work plan, except some minor deviations, need prior approval by the Programme

- ✓ Work plan is divided in several work packages (WPs) (up to 2-3)

- ✓ No separate WPs for project management, investments or communication

- ✓ Ensure clarity, logic, and alignment with project objectives, outputs, and results
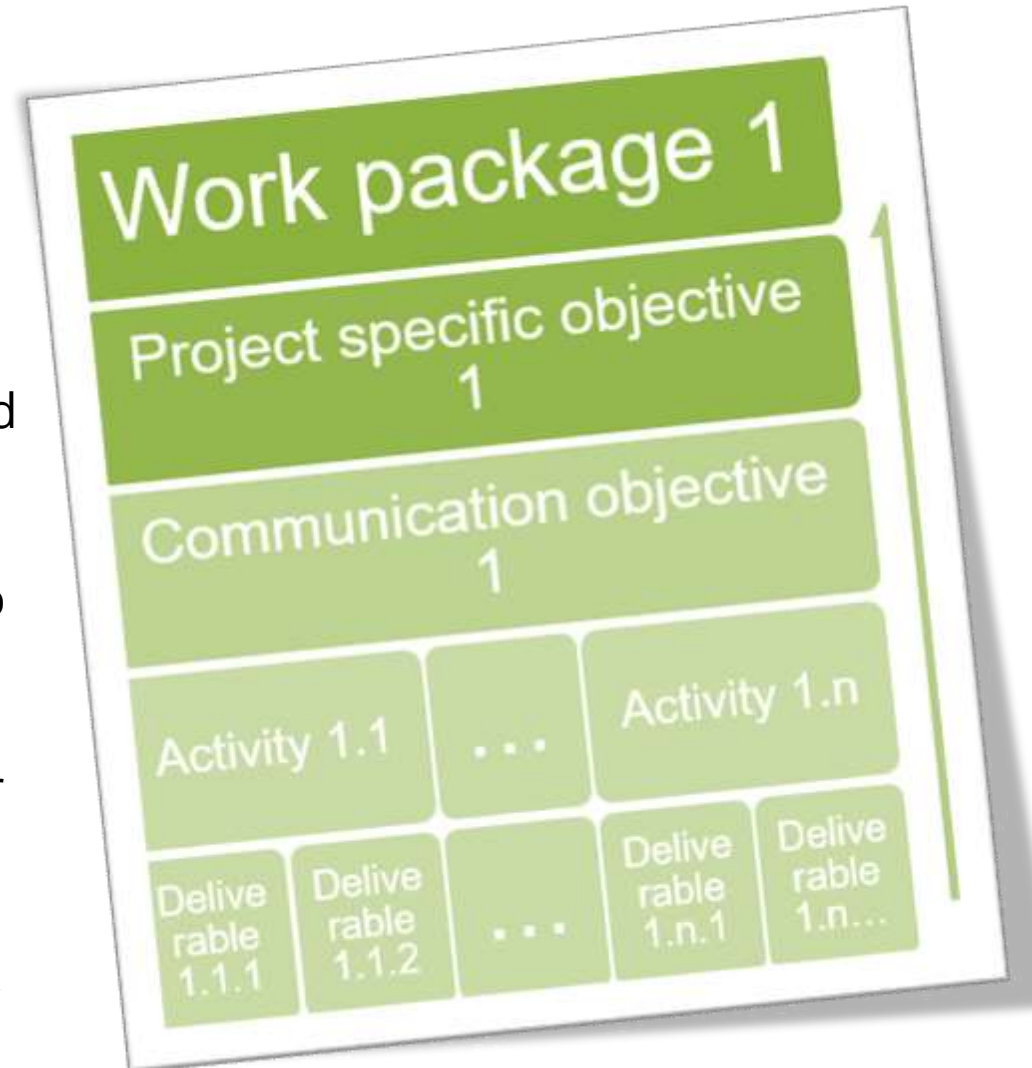
Project activity

✓ **Specific task performed** for which resources are used

and that **result in a development of deliverable**
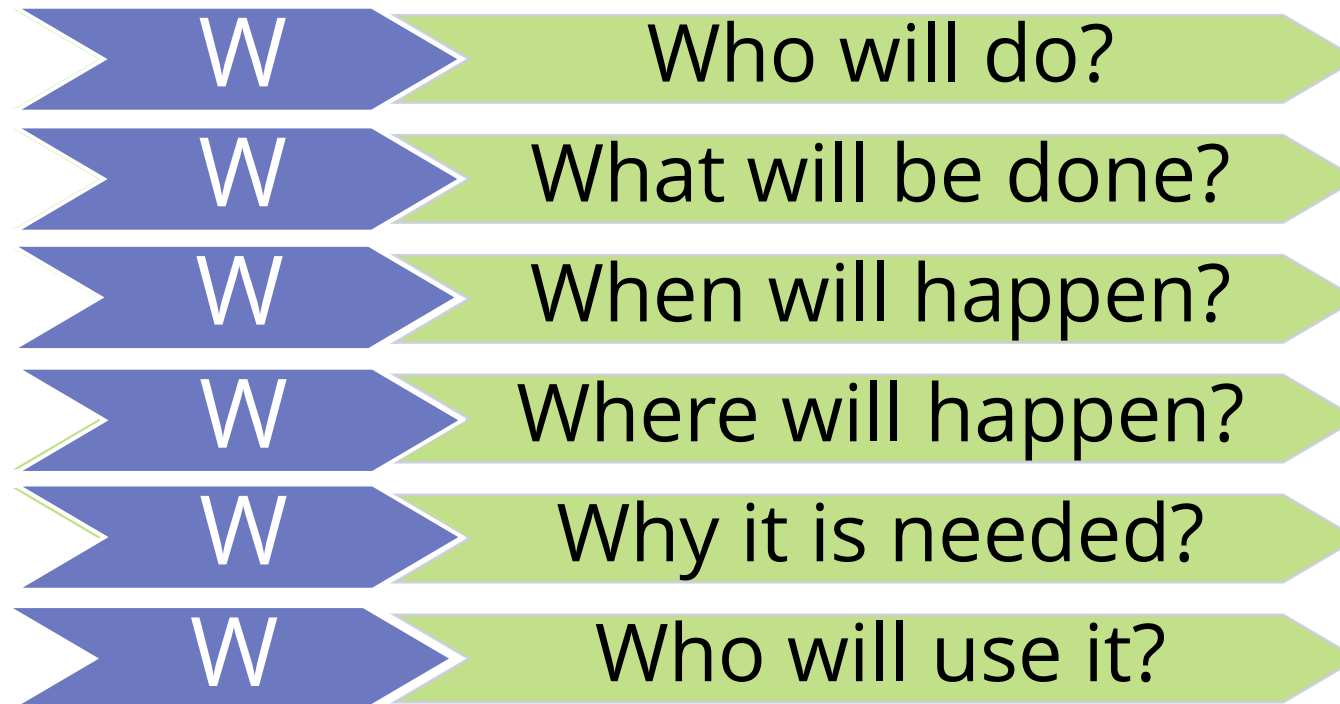
✓ **Must have at least one deliverable**

Project activity (example)

Activity number	Automatically generated
Title	Involvement of stakeholders to find out challenges and solutions for maintenance of parks
Start period	2nd period
End period	3rd period
Description	To develop methodology on efficient maintenance of nature parks, thematic conference and discussions for nature park specialists, representatives of relevant nature organizations, etc. will be organized. 3000 characters
Partner(s) involved	LP, PP2 - select all partners involved, not only paying PPs.

Project deliverable

✓ **Product or service of the project that contributes to the development of a project's output**

  ✓ **Description of deliverable must contain information:**

W	Who will do?
W	What will be done?
W	When will happen?
W	Where will happen?
W	Why it is needed?
W	Who will use it?

✓ **From descriptions of deliverables/activities assessors understand what will be done in the project**

Project deliverable – Events (example)

Deliverable number	Automatically generated	
Deliverable title	**Organized thematic conference**	*100 characters*
Description	What, where, how many participants, who will do, why, when? How many products or services will be delivered because no separate input field for target value	
	One thematic conference will be organized in Zarasai for representatives of nature parks from Latvia and Lithuania to discuss challenges and solutions for maintenance of parks. Results of discussions will be a part of methodology planned under D.1.2.3. One-day event, up to 60 participants. LP, PP2.	
		300 characters
Delivery period	**2nd period**	
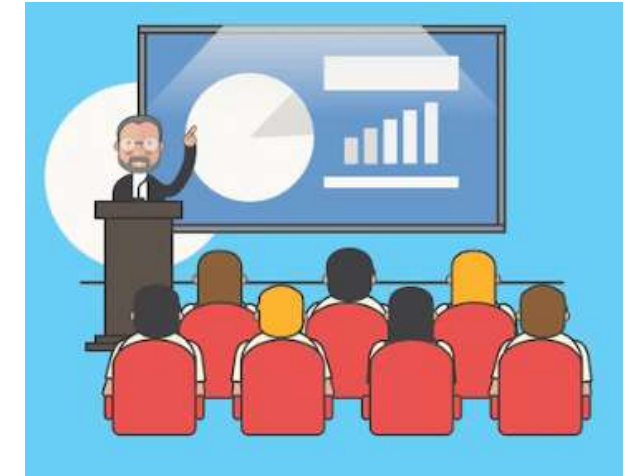
If number of symbols for deliverable description is not enough, write information in activity's description.

Project deliverable – Equipment (example)

Deliverable number	Automatically generated
Deliverable title	**Purchased equipment for exposition** *100 characters*
Description	**Equipment for exposition will be purchased by LP to create thematic exposition of X. The exposition will consist of artefacts, furniture. Interactive screens will be installed to show videos, digital games, etc. on X. Specification of equipment is available in file "LP exposition". LP** *300 characters*
Delivery period	**2nd period**

Project deliverable – (Re)construction (example)

Deliverable number	Automatically generated
Deliverable title	**Renovated Crafts center in Zarasai** *100 characters*
Description	**Simple renovation of the ground floor of X Manor house in the area of ~633 m2 for hosting workshops for craftsmen in ceramics and weaving and organisation of craft exhibitions. Main works: changes of windows, renovation of walls, sewage system, toilets.** **Responsible partners: PP2** *300 characters*
Delivery period	**3rd period**

Project deliverable – Document (example)

Deliverable number	Automatically generated
Deliverable title	Developed concept on management of parks *100 characters*
Description	A concept will be developed by LP in cooperation with PP2 and PP3. Scope/content/purpose of the concept? Who are end users? Endorsement or inclusion in planning documents? Reference to the legal acts if there are any official requirements set-up for this type of document. Responsible partners: LP, PP2, PP3 *300 characters*
Delivery period	2nd period

More examples of deliverables in section 4.4 "Programme and project intervention logic" of the Programme Manual!

Investments

For investments in infrastructure <u>with costs planned</u> <u>under Cost Category 6</u>:

✓ Plan activity and deliverable in the WP

✓ Provide detailed information about planned investments in section "Investments" of the Application Form

Objectives	Investments	Activities	Outputs

List of investments

Please list below the investments that will be delivered within this work package.

✓ Don't create separate WP for investments in the Application Form

Don't fill section "Investments" for equipment!

# Project management

No separate WP for project management!

Describe all management activities and procedures in section C.7 of the Application Form:

✓ **C.7.1 How will you coordinate your project?**

✓ **C.7.2 Which measures will you take to ensure quality in your project?**

✓ **C.7.3 What will be the general approach you will follow to communicate about your project?**

✓ **C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the Programme)?**

Time plan

✓ Divided in 6-months reporting periods

✓ Time plan should be realistic - it is possible to achieve activities, deliverables and outputs within planned time plan
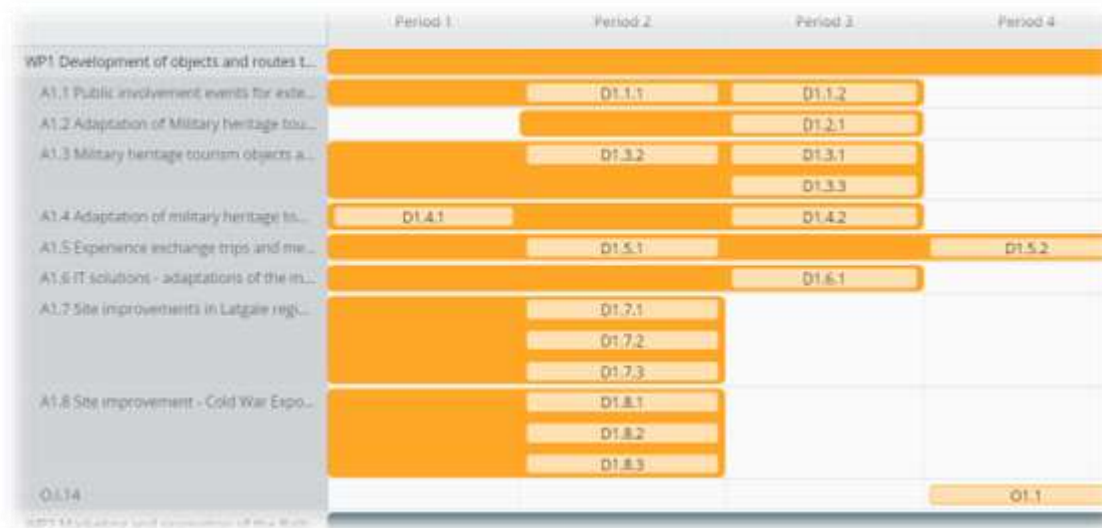
✓ All planned project outputs, activities and deliverables must be finalized within planned project duration

✓ Don't leave implementation of activities and deliverables for the last reporting period!

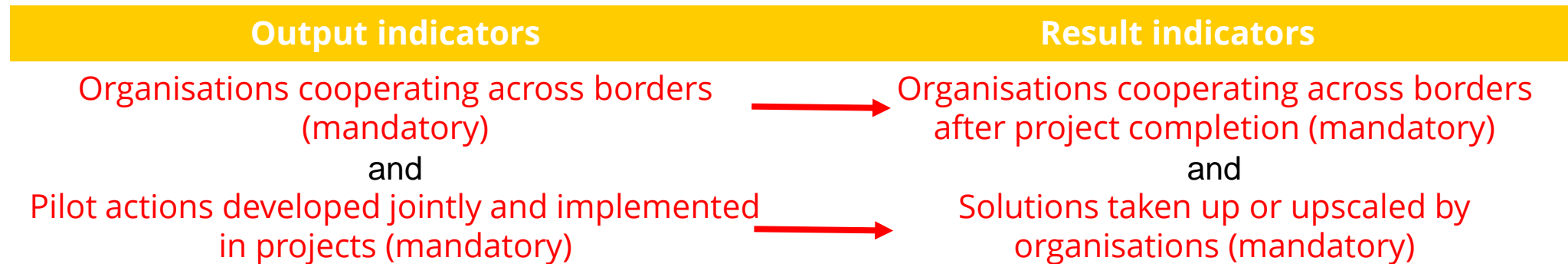# Outputs and results

Mandatory outputs and results (1)

For all projects!

Output indicator	Result indicator
Organisations cooperating across borders (mandatory) ⟶ **Organisations cooperating across borders after project completion (mandatory)**	
• Target value = number of project partners • Output in one WP, no duplication in WPs • Output cannot be with 0	• Cooperation must continue after project end (at least 1 year) = cooperation agreement • Report on achievement of result one year after project end

Mandatory outputs and results (2)

For:

✓ **Priority I Capacity building and people-to-people cooperation**

✓ **Specific Objective 2.1 Promoting climate change adaptation and risk prevention**

Output indicators	Result indicators
Organisations cooperating across borders (mandatory) →	Organisations cooperating across borders after project completion (mandatory)
and	and
Pilot actions developed jointly and implemented in projects (mandatory) →	Solutions taken up or upscaled by organisations (mandatory)

Outputs and results

Programme priority	Output indicators	Result indicators
Priorities I, II, III	Organisations cooperating across borders (mandatory for all)	Organisations cooperating across borders after project completion (mandatory for all)
	Pilot actions developed jointly and implemented in projects (mandatory for Pr. I, SO 2.1; optional for SO 2.2., Pr. III)	Solutions taken up or upscaled by organisations (mandatory for Pr. I, SO 2.1, optional for SO 2.2., Pr. III)
	Jointly developed solutions (optional)	
Priority IV	Number of cultural and tourism sites supported (optional)	Visitors of cultural and tourism sites supported (optional)

✓ **Contribution to outputs and results is a strategic assessment criteria for quality**

✓ **For planning project outputs and results use Annex I Programme output and result indicators of the Programme Manual**

Durability

Durability

✓ **Produce results that will exist beyond project's lifetime.**

✓ **Plan actions to ensure continuation of knowledge, services and benefits developed during the project.**

C.8.1 Ownership
Who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions

C.8.2 Durability
Please describe how your outputs/deliverables will be used after the project ends and by whom

C.8.3 Transferability
How project outputs/deliverables could be adapted or further developed by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Common mistakes& recommendations

Recommendations (1)

- ✓ Specify **information under relevant input fields** of AF

- ✓ In details **describe how project idea and approach will be working**, who will be users and what are the benefits

- ✓ **Carefully plan outputs and results** (check Annex I of the Programme Manual)

- ✓ For tourism projects **don't overestimate** target value for project result "Visitors of cultural and tourism sites supported"

Recommendations (2)

- ✓ **Logically plan project activities and deliverables** that would clearly lead to outputs and results

- ✓ **Explicitly describe project activities and deliverables**

- ✓ Have **clear and logical time plan**

- ✓ **Don't plan separate WPs** for management, investments or communication

- ✓ Provide **clear information on ownership and durability** of project results

Recommendations (3)

Choose a Great Title:
- ✓ Keep it short, clear, and fitting.
- ✓ Use a catchy acronym to convey your project's purpose.

Create engaging Summary:
- ✓ Keep them brief yet informative.
- ✓ Ensure they make sense and captivate interest.

Plan for Longevity:
- ✓ Make your project impactful beyond completion.
- ✓ Consider how to create lasting change.

Check Assessment criteria first:
- ✓ Ensure your project meets assessment criteria in the Programme Manual (section 5.2.2).

How to fill in

https://jems.latlit.eu

How to fill in

Call list

ID	Name		Status	Started	Ends	Actions
		1				
5	Second call for proposals		Published	03/20/2024 8:00 AM	06/21/2024 5:00 PM	Apply →

🏠 Dashboard / Applications / Apply

Create a new project application

Call: 5 – Second call for proposals

Start date	03/20/2024
End date	Ends 06/21/2024. Time left: 59 days, 0 hours and 7 minutes.
	View detailed call information

Create a new project application
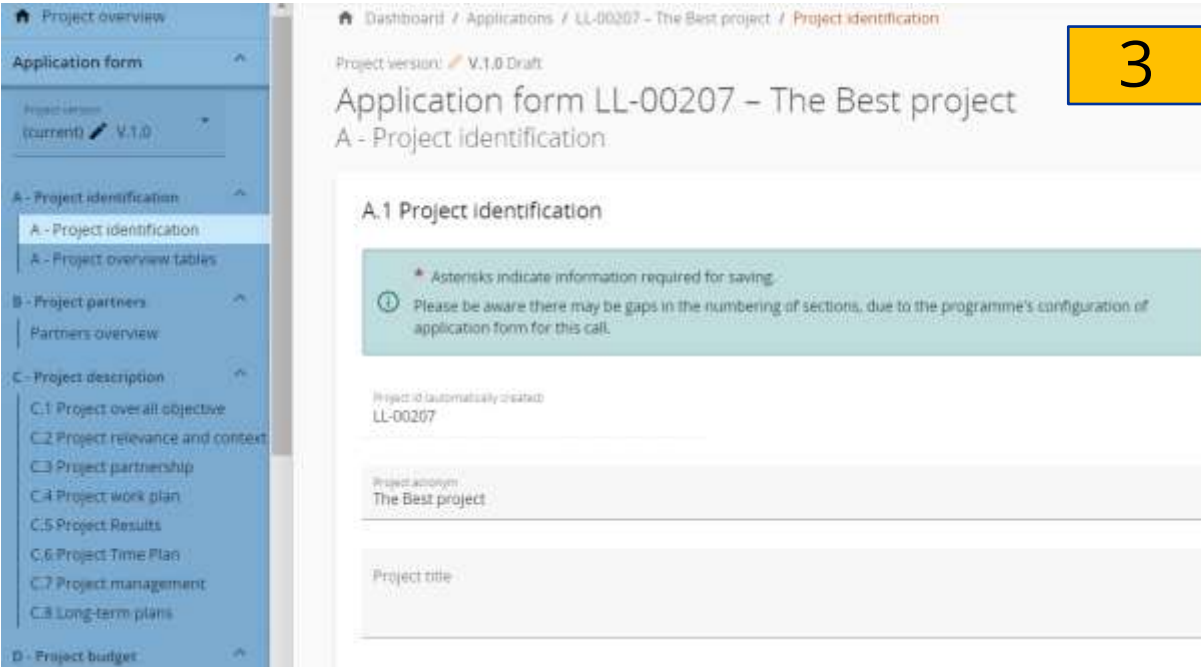
ℹ Hint: all project data can be changed before submission.

Please provide an abbreviated project name for easier reference in the application form.

* Project acronym
The Best project

16/ 25 characters

2

Cancel   Create project application →

3

🏠 Project overview

Application form

Project version
(current) ✏ V.1.0

A - Project identification
  A - Project identification
  A - Project overview tables

B - Project partners
  Partners overview

C - Project description
  C.1 Project overall objective
  C.2 Project relevance and context
  C.3 Project partnership
  C.4 Project work plan
  C.5 Project Results
  C.6 Project Time Plan
  C.7 Project management
  C.8 Long-term plans

D - Project budget

🏠 Dashboard / Applications / LL-00207 – The Best project / Project identification

Project version: ✏ V.1.0 Draft

Application form LL-00207 – The Best project
A - Project identification

A.1 Project identification

* Asterisks indicate information required for saving.

ℹ Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.

Project id (automatically created)
LL-00207

Project acronym
The Best project

Project title

For information

✓ **Duration of the 2nd call: 2**

- 2 April – 21 June 2024 at 17:00 (after that time no applications can be submitted)

✓ **Main documents:**

- Programme Manual for the 2nd Call for Proposals

- Guidance for Joint Electronic Monitoring System (JEMS)

- Applicant's pack

✓ **Apply for consultations with JS**

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THANK YOU!
PALDIES!
AČIŪ!