



InnoMatch

Powered by EIC Innovation Procurement Programme

[INSERT PROJECT TITLE] – Action Plan

DD/MM/YY



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Document Revision History

Version	Date	Description of change	List of contributor(s)

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Table 1: example

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1 Project details

1.1 Project title

[Fill in the full title related to the challenge concept]

1.2 BUYER and EIC AWARDEE information

[Please briefly provide a brief overview on who is the BUYER, what challenge they experience, who is the EIC AWARDEE, what solution they provide, and why this is a good match.]

1.3 BUYER and EIC AWARDEE contact

[Please provide contact information (name, position, email, phone number) for all persons involved in the execution of the pilot programme from both the BUYER and the EIC AWARDEE.]

BUYER		EIC AWARDEE	
MAIN CONTACT		MAIN CONTACT	
NAME		NAME	
POSITION		POSITION	
EMAIL		EMAIL	
PHONE		PHONE	
CONTACT 1		CONTACT 2	
NAME		NAME	
POSITION		POSITION	
EMAIL		EMAIL	
PHONE		PHONE	
CONTACT 2		CONTACT 2	
NAME		NAME	

POSITION		POSITION	
EMAIL		EMAIL	
PHONE		PHONE	
CONTACT 3		CONTACT 3	
NAME		NAME	
POSITION		POSITION	
EMAIL		EMAIL	
PHONE		PHONE	

2 Challenge context

2.1 Challenge description

[Summarize the key aspects of the BUYER's challenge needed to be solved by the EIC AWARDEE. State the main objectives of the challenge.]

2.2 Solution functional requirement

[List the compulsory and desirable requirements that the solution needs to solve.]

2.3 Agreed KPIs

[Please provide a comprehensive list of pilot KPIs capable of measuring success that have been agreed upon between the BUYER and EIC AWARDEE. Link them to SMART goals: Specific, Measurable, Attainable, Relevant, and Timely.]

2.4 Willingness to prove access

[In the following sub-chapters, please provide the level of access the BUYER is providing to the EIC AWARDEE to run an efficient pilot programme.]

2.4.1 Team and executive team

[Provide insights into the level of access granted to the pilot team on the BUYER side, emphasizing the commitment from the executive board. Specify the nature of collaboration, communication channels, and the commitment level from the executive board to support the successful execution of the pilot program.]

2.4.2 Operations

[Please describe the level of access to the standard operations of the Challenge organization. Try to quantify how much of the operations will be used to run the pilot

program. Articulate how the EIC Awardee will interact with the day-to-day operations of the Challenge organization.]

2.4.3 Data

[Describe the scope of data access that will be extended to the EIC Awardee for the pilot program. Specify the types of data, the duration of access, and any relevant security or privacy considerations.]

2.4.4 Other

[Capture any supplementary aspects of access, collaboration, or resources that may be critical for the successful implementation of the pilot program. This could include access to specialized equipment, facilities, or other unique elements that contribute to the program's efficiency.]

3 Solution proposal

3.1 Solution description

[Present a concise yet thorough overview of the EIC Awardee's innovative solution. Describe its core features, functionalities, and the unique value it brings to addressing the challenge. Use clear and engaging language to capture the essence of the solution. Additionally, describe the key technologies, tools, or methodologies employed to deliver the proposed innovation. Outline the anticipated user experience provided by the EIC Awardee's solution. Consider aspects such as usability, accessibility, and any user-centric design features. Describe how the solution enhances the overall experience for end-users.]

3.2 Alignment with challenge

[Specify how the EIC Awardee's solution adheres to the compulsory requirements outlined in the challenge. Provide concrete examples or demonstrations that showcase the solution's alignment with the essential elements of the challenge. Discuss the adaptability and flexibility of the EIC Awardee's solution. Explore how it can accommodate potential changes



or variations in the challenge requirements. Emphasize the solution's versatility in responding to evolving needs.]

4 Success and contingency plans

4.1 Success

4.1.1 Success impact

[Imagine the situation in which the pilot programme has been a success. Please describe what this success would look like: why is the pilot a success? Describe the potential impact of the solution on the BUYER's activity if widely adopted. Describe it from operational enhancement, strategic alignment, and scalability of future integrations. What would it mean for the collaboration post- InnoMatch?]

4.1.2 Success criteria

[Please reiterate upon the success KPIs from the challenge descriptions and set new KPIs for the Action Plan which both parties can stand behind and agree with.]

4.2 Contingency plans

[Identify potential risks, uncertainties, or obstacles that could impede the pilot's progress and propose practical solutions or alternative strategies to mitigate these challenges. The contingency plans should offer a flexible approach, allowing adaptation in response to unforeseen circumstances and ensuring that the collaboration remains resilient in the face of difficulties.]

4.2.1 Governance in case of issues

[Please outline the governance structure and procedures in place for when an issue arises. Who are the main contacts? When can they be involved? how do they plan to resolve the issue?]

5 Pilot planning

[Knowing what success looks like, and what it means for the future collaboration post InnoMatch, provide a detailed program by which you aim to achieve this success. Define tasks, subtasks, and deadlines for the Starting-up, Execution, and Wrapping-up phases of the pilot program. In the end, provide a complete summary in the larger table.]

5.1 Pilot development and execution

Milestone 1: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone 2: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone ..

TASK	SUBTASK	DEADLINE

5.1.1 Prepare

[The Prepare Phase kicks off the pilot program. It involves planning and forming a team, making sure everyone knows their roles. Collaboratively describe the activities and objectives planned for the Prepare Phase. Define the key elements such as team formation, goal-setting, and ethical considerations. Specify any legal or regulatory aspects that need to be addressed. Please spend time on setting relevant milestones as these will be reflected

upon in the Interim and Final report. It would be valuable for you to take a closer look at those two deliverables.]

Milestone 1: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone 2: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone ..

TASK	SUBTASK	DEADLINE

5.1.2 Deploy

[The Deploy Phase is action-oriented, Jointly outline the actions and steps anticipated during the Deployment Phase. Break down the iterative processes, including design sprints, progress monitoring, and user feedback. Identify the primary focus areas for data analysis and goal evaluation. Please spend time on setting relevant milestones as these will be reflected upon in the Interim and Final report. It would be valuable for you to take a closer look at those two deliverables.]

Milestone 1: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone 2: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE
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Milestone ..

TASK	SUBTASK	DEADLINE

5.1.3 Assess

[The Assess Phase concludes the pilot, which means the success of the pilot should be assessed. Emphasising data analysis, report creation, and feedback collection. Collaborate to describe the activities and goals for the Assess Phase. Detail the processes for data analysis, report creation, and feedback collection. Please spend time on setting relevant milestones as these will be reflected upon in the Interim and Final report. It would be valuable for you to take a closer look at those two deliverables.]

Milestone 1: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone 2: [insert title and description] [insert due date]

TASK	SUBTASK	DEADLINE

Milestone ..

TASK	SUBTASK	DEADLINE

5.1.4 Number and form of interactions

[Please describe how (and how often) the BUYER and EIC AWARDEE teams interact/communicate with each other to execute upon the Action Plan in order to ensure its success.]

6. Pilot Budget

ACTIVITY NAME	TYPE OF EXPENSES (DIFFERENT TYPES OF EXPENSES MIGHT BE REQUIRED TO COMPLETE AN ACTIVITY)	ESTIMATED TOTAL AMOUNT €	COVERED BY INNO MATCH Yes / No
ACTIVITY 1			
ACTIVITY 2			
ACTIVITY 3			

6 Future Deployment planning

Disclaimer. *This discussion does not necessarily imply limiting future work to the current supplier involved in the InnoMatch project. We fully acknowledge that public buyers must adhere to public procurement rules. Consequently, any follow-up actions may need to be open to other economic operators. However, the key objective remains to ensure that if the InnoBuyer pilot proves successful, public buyers can effectively plan for the integration of the solution into their current practices, delivering tangible benefits to citizens, public servants, and society at large, irrespective of the supplier chosen.*

[This section refers to the future Deployment of the solution, post-InnoMatch Programme]

6.1 Deployment requirements

6.1.1 Collective measures and requirements

[To secure a smooth transition between piloting and incorporation into daily operations of the Challenge, state the measures to increase chances that the solution is adopted/implemented if successfully evaluated. This typically involves periodic interactions with decision makers and stakeholders to understand and incorporate their requirements and views both at the side of the BUYER as well as the EIC AWARDDEE.]

6.1.2 BUYER specific measures and requirements

[Addressing requirements proactively ensures smoother integration and potential deployment of the solution into the BUYER's daily operations post-pilot. Please identify specific requirements unique to the BUYER's organisational structure or operational needs. This may include considerations related to IT operability, legal compliance, privacy, and security. Additionally, if the BUYER operates on an annual budgeting cycle, consider making reserves in the previous year to expedite potential tender processes.]

6.1.3 EIC AWARDDEE specific measures and requirements

[By addressing EIC AWARDDEE-specific measures and requirements, both parties can ensure a sustainable and mutually beneficial partnership. If economic resources are necessary for activities such as licensing, implementation, or ongoing support, quantify these needs to allocate a budget within the BUYER organisation. Additionally, consider alignment with the

EIC AWARDEE's future commercial strategy and production capabilities to facilitate seamless integration and scalability of the solution beyond the pilot phase.]

6.2 Growing beyond BUYER organization

[Please detail any steps taken by the BUYER and /or the EIC AWARDEE to expand the tested solution beyond the BUYER organisation. Especially highlight the outreach steps done by the BUYER to involve observing BUYERS.]

6.3 Alignment with BUYER requirements and provided access

[Explain how the proposed pilot aligns with the pilot scope, conditions, and expected KPIs set by the BUYER]

6.4 Team and resources

[Outline roles and responsibilities for team members from both the BUYER and EIC AWARDEE sides. Highlight the skills each team member brings. Additionally, detail allocated resources, including technology and finances, ensuring a practical roadmap for collaboration.]

7 Joint commitment statement

7.1 Mutual commitment

[Please, in your own words, describe the commitment both BUYER and EIC Awardee will have to the success of the pilot program.]

<p>BUYER: [NAME]</p> <p>NAME OF LEGAL REPRESENTATIVE: JOB TITLE:</p> <p>SIGNATURE OF LEGAL REPRESENTATIVE: STAMP OF THE ORGANIZATION (IF APPLICABLE): DATE:</p>	<p>EIC Awardee: [NAME]</p> <p>NAME OF LEGAL REPRESENTATIVE: JOB TITLE:</p> <p>SIGNATURE OF LEGAL REPRESENTATIVE: STAMP OF THE ORGANIZATION (IF APPLICABLE): DATE:</p>
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References

- [1] Authors, Title, Date...
- [2] Authors, Title2, Date....
- [3] URL...
- [4] ...

Appendix A

Anything that is related but not core to the Action Plan can go into appendix.