

Project deliverables – a waste of time or a chance for knowledge transfer and dissemination?

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Deliverables: distinct output of the project, meaningful in terms of the project's overall objectives, and constituted by reports, documents, cell lines, technical diagrams, software etc.; often corresponding to specific milestones in a project

Knowledge transfer: the process through which one group is affected by the experience of another

Milestones: control points in the project that help to e.g. chart progress, start the next project phase, take corrective measures or critical decisions

Projects have to demonstrate progress and impact, and to answer for their use of resources. Prepositioned deliverables are a common tool to measure a distinct output of a project. The number of deliverables must be reasonable and commensurate to the project and its content.

Deliverables as contractual obligations are often time consuming and more often seen as a waste of "research" time, administrative tasks without any use. However, deliverables are needed to verify the progress of a project and to convince the sponsor that i) the project is going in the right direction and ii) the money is well-invested.

Projects aim to create knowledge and to share it and elaborated deliverables can help to minimize the "administrative" waste of time and maximize the use in a profitable way for the project.

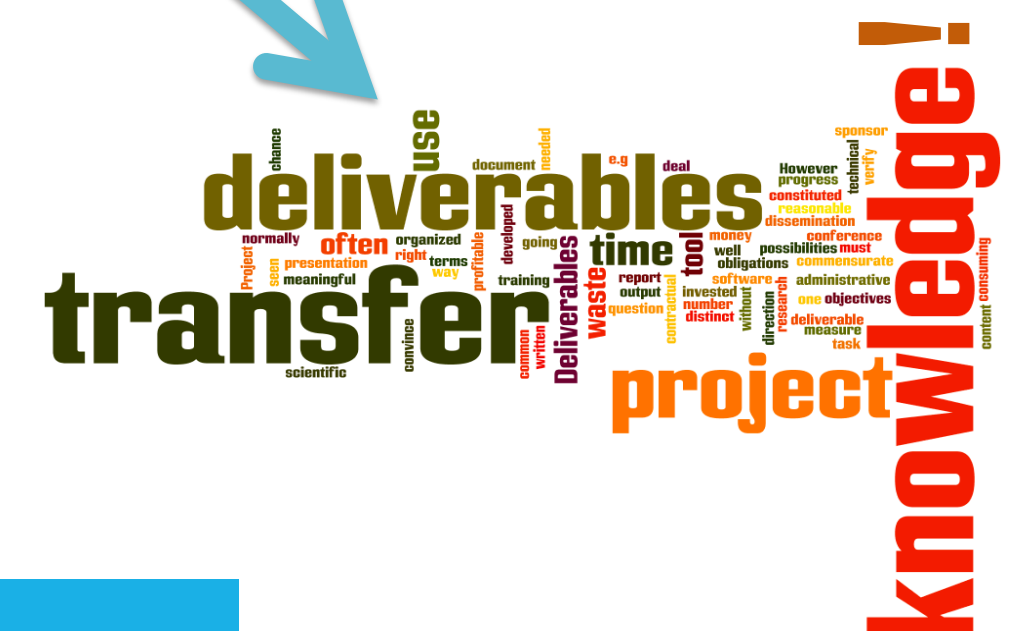
QUESTION:



PROJECT AIM:

CREATE KNOWLEDGE AND SHARE IT!

INSIDE AND OUTSIDE OF YOUR PROJECT



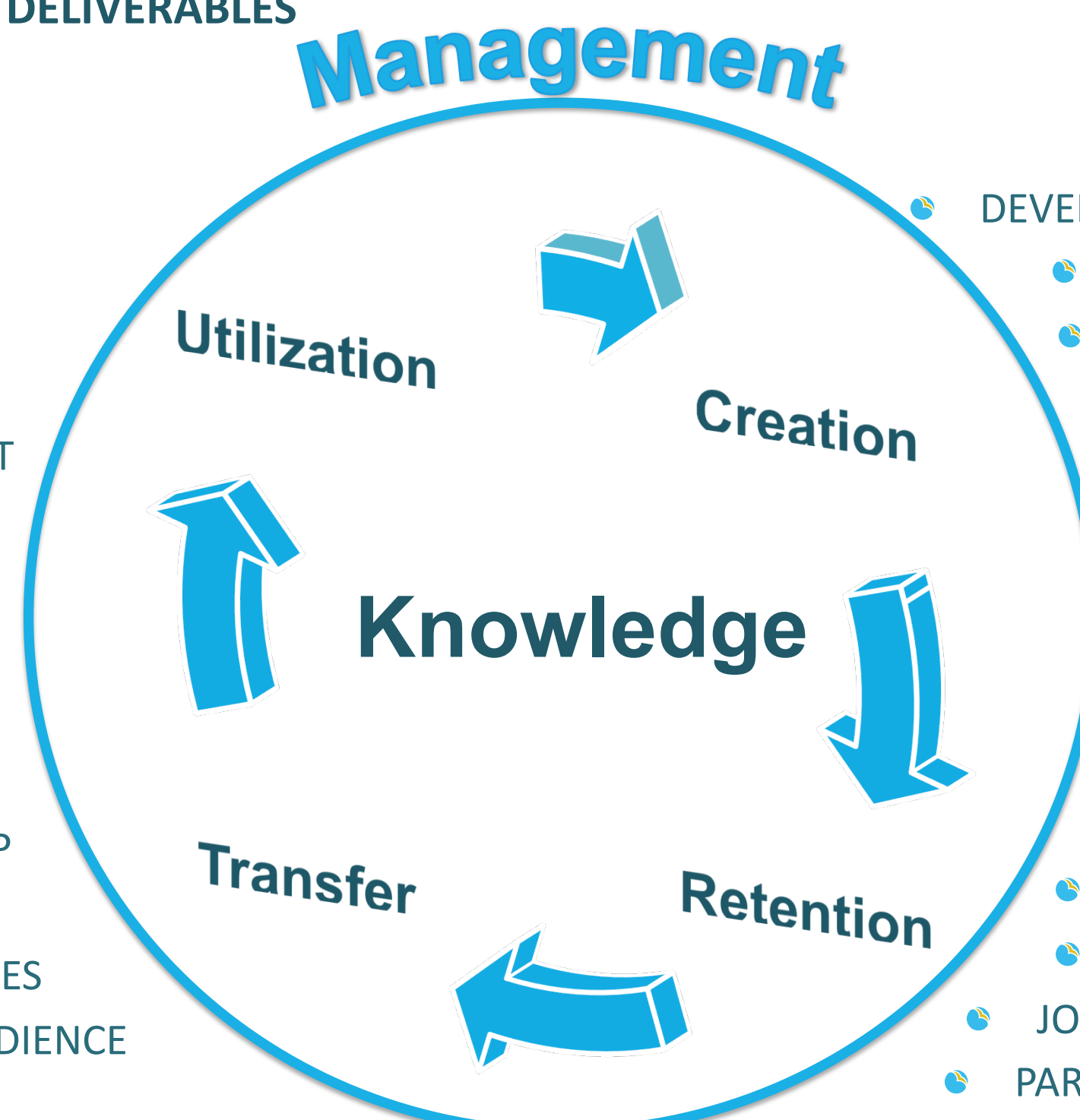
HOW TO USE DELIVERABLES EFFICIENTLY AND EFFECTIVELY?

ASPECTS TO THINK ABOUT WHEN DEFINING DELIVERABLES

- EXPECTED RESULTS AND THEIR IMPACT
- EXPECTED OUTPUT OF THE PROJECT
- PLANNED DISSEMINATION ACTIVITIES
- COLLABORATIONS WITH OTHER PROJECTS
- TARGET GROUPS
- EXPLOITATION BEYOND THE PROJECT
- TRAINING / EDUCATION WITHIN THE PROJECT

ORGANIZATION OF DELIVERABLES

- DEFINE CLEAR STRUCTURES
- FIT THEM IN THE TIMELINE OF THE PROJECT
- DISTRIBUTE WORKLOAD, DEFINE LEADERSHIP
- COMBINE WITH RELEVANT MILESTONES
- CONSIDER ETHICAL AND CONFIDENTIAL ISSUES
- CLEARLY ADDRESS THEM TO THE TARGET AUDIENCE
- MAKE THE DELIVERABLES HIGH QUALITY
- ENSURE DISTRIBUTION, E.G. VIA WEBSITES, NEWSLETTERS, BLOGS,...



POSSIBLE IMPACT OF DELIVERABLES

- TRAINING / EDUCATION OF PARTICIPANTS
- INTRODUCTION OF NEW METHODS / TOOLS
- DEVELOPMENT / IMPLEMENTATION OF NEW STRATEGIES
- ORGANIZATION / STRUCTURING OF THE PROJECT
- PRESENTING RESULTS TO THE TARGET AUDIENCE
- COORDINATION OF RESEARCH ACTIVITIES
- EVALUATION OF RESULTS
- INTERDISCIPLINARY NETWORKING
- LOBBYING FOR YOUR FIELD OF INTEREST
- PREPARATION FOR UPCOMING PROJECTS

EXAMPLES OF DELIVERABLES

- DISSEMINATION & EXPLOITATION PLAN, WEBSITE
- ORGANIZATION OF WORKSHOPS / CONFERENCES
- JOINT DISSEMINATION ACTIVITIES, E.G. PUBLICATIONS
- PARTICIPATION IN RELATED CONFERENCE, WORKSHOPS
- COLLABORATION ACTIVITIES WITH RELATED PROJECTS
- DEVELOPMENT OF PROTOTYPES, NEW TOOLS, CELL LINES, ...
- DEVELOPMENT OF STANDARDIZED PROTOCOLS

