

ACTION PLAN FOR PERIOD 2

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INDEX

1 TABLE OF CONTENTS

1 TABLE OF CONTENTS	2
2 IMPLEMENTATION PLAN IN 2ND PERIOD	3
1 st period / 1 st semester and 2 nd semester	3
Project implementation plan for 2 nd period / 2 nd semester	4
Project implementation plan for 2 nd period / 3 rd semester.....	4
Project implementation plan for 2 nd period / 4 th semester.....	5
3 SYSTEM OF PROJECT MEETINGS.....	6
4 DETAILED WP ACTIVITY PLAN	7
WP1 work package	7
WP2 work package	8
WP3 work package	9
WP4 work package	10
WP5 work package	11
5 PROJECT DELIVERABLES.....	13

2 IMPLEMENTATION PLAN IN 2ND PERIOD

In the EDIH CASSOVIUM project, it was crucial to systematically plan and monitor work progress, which required efficient organization and division of activities into clearer segments. The project is planned for 36 months, with project activities divided into two main periods for better organization and coordination. These periods were meant to reflect the project reporting periods—the Midterm report and the Final report. The first period covered the first 18 months of the project and was to culminate in the submission of the project's mid-term monitoring report. The second period was to cover the remainder of the project duration.

Project activities in Reporting Period 1 could not be implemented according to the set plan due to a 10-month delay in national co-financing, which disrupted the planned schedule and affected the implementation of activities within WP2 and WP3. The initial preparation semester, planned for 6 months, had to be adjusted and eventually extended into the M18 month, with activities from Semester 1 and Semester 2 overlapping. Consequently, the project planning was changed from the original timeline of M01 to M18 to an extension up to M22.

The division of the project into 4 semesters and subsequently into smaller subtasks and tasks allows for effective tracking of the project timeline even in the presence of adverse circumstances affecting the progress of activities. This integrated approach is considered essential for effective project management and a cornerstone for ensuring quality and compliance with the overall plan of the EDIH Cassovium project.

The document D1.3 describes the implementation of activities in the 2nd Project Period, taking into account shifts and changes in project realization during 1st Project Period. Definitions of individual subtasks are based on the document D1.2 (Action Plan for Period 1).

Tasks planned for the period M23-M36 have been adjusted and will reflect the prepared structure of these semesters:

- Semester 1: **Planning and Design** (M01-M10) – concluded in Reporting Period 1
- Semester 2: **Pilot Operation** (M11-M22) – partially concluded in Reporting Period 1
- Semester 3: **Development and Expansion** (M22-M32)
- Semester 4: **Consolidation and Sustainability** (M33-M36)

1st period / 1st semester and 2nd semester

- Activities were partially implemented
- The completion of some sub-tasks was extended, therefore their implementation has been shifted to the 2nd period

Project implementation plan for 2nd period / 2nd semester

Semester	2. PILOT OPERATION (M11-M22) – shifting of sub-tasks to RP2
WP1	<ul style="list-style-type: none"> ▪ Project activities coordination – adapting to changing conditions ▪ Regular monitoring of completion ▪ Risks management
WP2	<ul style="list-style-type: none"> ▪ Evaluation of pilot operations
WP3	<ul style="list-style-type: none"> ▪ Deepening coordination with client service providers ▪ Ongoing archiving of provided services, retrospective control of previous records ▪ Collecting and analysing feedback from clients
WP4	<ul style="list-style-type: none"> ▪ Actively seeking partnerships and building ecosystems ▪ Linking with other European networks ▪ Collaboration with other EDIHs and relevant institutions ▪ Participation in relevant conferences and events
WP5	<ul style="list-style-type: none"> ▪ Enhancing the visibility of EDCASS, building awareness of digital transformation in the region ▪ Promoting services and gathering customer feedback.

Project implementation plan for 2nd period / 3rd semester

Semester	3. DEVELOPMENT AND EXPANSION (M22-M32)
WP1	<ul style="list-style-type: none"> ▪ Coordination of project activities and collaboration within the consortium ▪ Organizing regular project meetings ▪ Coordination of activities with other SK-EDIHs / planning joint SK-EDIH activities ▪ Regular monitoring of task completion and updating project indicators (KPI) ▪ Archiving of the project (RP1) ▪ Risk management ▪ Planning for the continuation of EDCASS 2
WP2	<ul style="list-style-type: none"> ▪ Updating and further development of the service portfolio ▪ Defining sustainability strategy
WP3	<ul style="list-style-type: none"> ▪ Regular evaluation and adjustment of services ▪ Improving of service delivery processes ▪ Ongoing archiving of provided services ▪ Monitoring budget utilization in relation to provided services and individual project partners
WP4	<ul style="list-style-type: none"> ▪ Joint projects and initiatives ▪ Joint cooperation with other SK-EDIHs ▪ Continuously building corridors and networking ▪ Defining selected EDIH partners and deepening collaboration with them

Semester	3. DEVELOPMENT AND EXPANSION (M22-M32)
WP5	<ul style="list-style-type: none"> ▪ Launching a targeted advertising campaign ▪ Brand development and building long-term relationships with clients ▪ Active participation in professional events and promotion in the media ▪ Monitoring: Regular monitoring of marketing activity outcomes, evaluating successes and shortcomings, social media analyses ▪ Monitoring of other EDIHs promo activities ▪ Campaign optimization, assessing successes

Project implementation plan for 2nd period / 4th semester

Semester	4. CONSOLIDATION AND SUSTAINABILITY (M33-M36)
WP1	<ul style="list-style-type: none"> ▪ Monitoring the achievement of project goals and KPIs ▪ Project archiving (RP2) ▪ Planning the project audit ▪ Evaluating the success of EDCASS ▪ Planning for the continuation of EDCASS 2
WP2	<ul style="list-style-type: none"> ▪ Designing a service portfolio that reflects experiences gained from project implementation ▪ Developing a sustainability strategy
WP3	<ul style="list-style-type: none"> ▪ Concluding service provision ▪ Monitoring the archiving of documentation related to provided services ▪ Processing data obtained from clients/services and evaluating project success
WP4	<ul style="list-style-type: none"> ▪ Continuously building corridors and networking ▪ Archiving documentation related to cooperation (WP4 activities) ▪ Analyzing the impact of networking activities on the functioning of EDCASS
WP5	<ul style="list-style-type: none"> ▪ Innovations and updates: update and innovate marketing activities according to new trends and technological changes ▪ Evaluating the success of promotional activities

3 SYSTEM OF PROJECT MEETINGS

To ensure cooperation between the project partners, as well as the Work Packages (WPs), a **system of project meetings** was established. Based on experiences gained from organizing meetings during Reporting Period 1, the frequency of each meeting was reassessed and the meeting schedule was adjusted. The planning of dates and the organization of meetings are managed by WP1.

Among the most important project meetings are:

- **General Assembly Meeting**
 - Frequency of meetings: at least once a year
 - Participants: statutory representative of TUKE (Rector), statutory representative of UPJŠ (Rector), statutory representative of KEITVA (Executive Director), General Manager of the EDCASS project
- **Project Steering Committee Meetings**
 - Frequency of meetings: quarterly or as needed for project resolution
 - Participants: General Manager of the EDCASS project, all Partner Leads, all WP leaders
- **Strategic Advisory Board Meetings**
 - Frequency of meetings: at least once a year
 - Participants: board members
- **Status Meeting – meetings to discuss the status of the project**
 - Frequency of meetings: every 2 weeks
 - Participants: General Manager of the EDCASS project, all WP leaders, financial managers of the partners
- **Individual meetings focused on coordinating activities within the individual WPs**
 - Frequency of meetings: as needed
 - Participants: General Manager of the EDCASS project, WP leader, relevant team members

4 DETAILED WP ACTIVITY PLAN

The following section is devoted to a more detailed specification of the different tasks that were planned in the project. The individual tasks are assigned an estimated start time in months with a time horizon of 2nd project period. Each WP is responsible for its own tasks and there will be close cooperation between the WPs with each other.

For objective reasons, the project activities could not be implemented as planned because the issue of national co-financing of the project had not been resolved. The ten-month delay in national co-financing significantly disrupted the planned schedule. The original plan for design activities within the first 6 months followed by a pilot service provision had to be modified. Semester 1(M01-M06) was eventually extended to M18, with Semester 1 and Semester 2 activities overlapping each other. The "Action Plan for Period 1" document (D1.2) was continuously updated due to the shift in project deadlines.

Based on our experiences from Reporting Period 1, we understand that shifts in the implementation of individual tasks and subtasks can occur during the project. The table of tasks for each work package below will serve as a fundamental framework management tool for monitoring the progress of the project during Reporting Period 2 and for achieving project goals and KPIs.

WP1 work package

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Project Management				
T1.1	Reassessment of the project team within the organizational structure / personnel changes at all project partners	•	•	•	•
	Ensuring effective coordination and collaboration within the consortium and across individual work packages	•	•	•	•
	Organizing project meetings for all levels of project management (decision-making, monitoring, controlling)	•	•	•	•
	Preparation of the EDCASS project audit			•	•
	Evaluation of EDCASS success			•	•
	Planning for the continuation of EDCASS 2			•	•
	Financial management				
T1.1	Tracking budget spendings (by partners, by WP, type of services)	•	•	•	•
	Monitoring project efficiency	•	•	•	•
	Planning financial expenditures	•	•	•	•
	Preparation of materials for financial audit			•	•

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Administration / Communication				
T1.2 T1.3	Project administration	•	•	•	•
	Coordination and communication with EU authorities (DTA EK) and SK authorities (MIRRI)	•	•	•	•
	Coordination of activities with other SK-EDIHs / planning joint SK-EDIH activities				
	Communication regarding project outputs, results, and impacts			•	•
	Organizing regular project meetings	•	•	•	•
	Archiving of the project (RP1)	•	•		
	Archiving of the project (RP2)			•	•
	Monitoring and control				
T1.4	Regular monitoring of tasks fulfilment	•	•	•	•
	Updating of the overview of the project indicators	•	•	•	•
	Evaluation of outputs			•	•
	Monitoring the achievement of project goals and KPIs	•	•	•	•
	Managing changes and adjusting the plan as necessary, implementing corrective actions	•	•	•	•
	Quality assurance	•	•	•	•
	Risk management	•	•	•	•

WP2 work package

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Organisational and management structure of EDCASS				
T2.1	Cooperation in the evaluation of EDCASS pilot operation	•	•	•	•
	EDCASS operating model				
T2.2	Cooperation in the evaluation of EDCASS pilot operation	•	•	•	•
	Service portfolio design / customer journey development				
T2.3	Cooperation in the evaluation of the processes of the pilot operation of service provision			•	•
	Collaboration in the evaluation of client eligibility verification processes			•	•
	Collaboration in evaluating the quality of services provided			•	•
	Updating and further developing the service portfolio			•	•
	Design of a service portfolio that reflects the experience gained from the project implementation				•
	Updates to the service catalog for the continuation of project activities			•	•

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Gathering feedback from clients	•	•	•	•
	Post-analysis of digital maturity	•	•	•	•
	Evaluation of the pilot operation				
T2.4	Monitoring and evaluation of the EDCASS pilot operation and service provision (in cooperation with WP3)	•	•	•	•
	Ongoing analysis of provided services	•	•	•	•
	Feedback from acquisition activities (WP3) and promotional activities (WP5)	•	•		
	Updating and further development of the service portfolio (designing new, redesigning existing)			•	•
	Updating the service price list			•	•
	Setting the method for data evaluation, KPI monitoring, reporting system	•	•	•	•
	Sustainability strategy				
T2.5	Definition of sustainability strategy		•	•	
	Design of sustainability strategy			•	•
	Design of model for EDCASS functioning after the time frame of the project				•

WP3 work package

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Piloting the EDCASS structure				
T3.1	Deepening coordination with client service providing facilities			•	•
	Ongoing EDCASS communication with individual partner facilities providing EDCASS services	•	•	•	
	Operational management of service delivery (achieving KPIs)	•	•	•	
	Improving service delivery processes	•	•	•	
	Ongoing archiving of provided services, retrospective monitoring of existing records			•	•
	Collecting and analyzing feedback from clients	•	•	•	•
	Processing data obtained from clients and evaluating project success			•	•
	Providing value-added services to customers				
T3.2	Providing services in 4 categories: A, B, C, D	•	•	•	•
	Monitoring budget spendings in relation to services provided and individual project partners	•	•	•	•
	Regular evaluation and adaptation of services	•	•	•	•
	Monitoring and evaluation of service provision	•	•	•	•
	Collecting feedback from providers involved in the client service delivery process	•	•	•	•
	Ongoing archiving of documentation related to provided services	•	•	•	•

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Termination of service provision				•
	Monitoring the archiving of documentation related to provided services			•	•

WP4 work package

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Capacity building of the regional innovation ecosystem				
T4.1	Deepening partnerships within the SK-EDIH network – communication	•	•	•	
	Creating joint events within the SK-EDIH network	•	•	•	
	Building regional ecosystems	•	•		
	Actively seeking regional partnerships	•	•		
	Establishing partnerships/networking – presenting EDCASS (in cooperation with WP5)	•	•	•	•
	Creating cooperation with industrial associations (in cooperation with WP5)	•	•	•	•
	Searching for suitable national partners for collaboration	•	•	•	•
	Participating in local events to present EDCASS – attending presentations, conferences, and professional events (in cooperation with WP5)	•	•	•	•
	Monitoring the archiving of documentation related to regional cooperation	•	•	•	•
	Analyzing the impact of national networking activities on the functioning of EDCASS				•
	Building EDIH corridors, cooperation in the EDIH network and other European networks				
T4.2	Building and actively seeking cross-border partnerships	•	•	•	•
	Creating partnerships within the EDIH network – communication	•	•	•	•
	Connecting with other European networks (EEN, Startup Europe, EIT)	•	•	•	•
	Building ecosystems	•	•	•	•
	Identifying selected EDIH partners and deepening cooperation with them	•	•	•	•
	Participating in joint projects and initiatives	•	•	•	•
	Searching for suitable events to present EDCASS – attending presentations, conferences, and professional events (in cooperation with WP5)	•	•	•	•
	Monitoring the archiving of documentation related to international cooperation	•	•	•	•
	Analyzing the impact of networking activities on the functioning of EDCASS				•

WP5 work package

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Dissemination and communication plan				
T5.1	Planning marketing activities – continuous updates to the communication plan	•	•	•	
	Reevaluating EDCASS marketing and communication activities	•	•	•	•
	Monitoring results of marketing activities and assessing successes and shortcomings, social media analytics	•	•	•	
	Preparation of EDCASS events (project KPIs)	•	•	•	•
	Planning and implementing digital marketing	•	•	•	•
	Planning dissemination activities <ul style="list-style-type: none"> ▪ contribution plan ▪ communication "campaigns" ▪ social media plans (FB, Instagram, LinkedIn) 	•	•	•	•
	Regularly searching for suitable posts for the communication plan / social networks	•	•	•	•
	Planning the evangelization process about digitalization and regional developments	•	•	•	•
	Preparing dissemination plans for events to be held in the region, Slovakia, or other countries (in cooperation with WP4)	•	•	•	
	Building partnerships for the dissemination needs (in cooperation with WP3)	•	•	•	
	Acquiring new clients (cooperation with WP3)	•	•	•	
	KPI monitoring	•	•	•	•
	Gathering customer feedback	•	•	•	•
	Evaluating customer feedback				•
	EDCASS Branding				
T5.2	Monitorign the correct use of EDCASS graphics	•	•	•	•
	Preparation of additional EDCASS promotional items	•	•		
	Ensuring non-print promotion (web, video, social networks, PPT presentations)	•	•	•	
	Active participation in professional events and in the media	•	•	•	•
	Building the brand of EDIH CASSOVIUM / branding EDCASS and the EDIH network	•	•	•	•
	Optimizing campaigns, evaluating the success of promotions	•	•	•	•
	Improving the visibility of EDCASS, promoting achievements and building awareness of digital transformation in the region				
T5.3	Adjusting the communication plan – planning activities according to regional events	•	•	•	•
	Creating suitable partnerships/networking – searching for opportunities for presenting EDCASS (in cooperation with WP4)	•	•	•	•
	Planning participation in presentations, conferences, and professional events (in cooperation with WP4 and WP3)	•	•	•	
	Promoting EDCASS in the media, PR articles, interviews	•	•	•	•
	Building an "evangelization" forum to raise awareness among the business community, public institutions, policymakers, and the general public about issues of digital transformation of the economy and society	•	•	•	•
	Communicating through newsletters	•	•	•	•

Tasks	Subtask	M22-M26	M27-M29	M30-M33	M33-M36
	Promotion of services and customer feedback				
T5.4	Building communication channels for service promotion, targeted advertising campaigns	•	•	•	•
	Developing the brand and building long-term relationships with clients				
	Distributing feedback surveys among selected communication channels	•	•	•	•
	Actively seeking partners and building an ecosystem – obtaining feedback from the ecosystem	•	•	•	•
	Marketing and promoting EDCASS services	•	•	•	•
	Utilizing advertising offers to promote services (billboards, consortium member events)	•	•	•	•
	Measuring and optimizing marketing and communication activities <ul style="list-style-type: none"> Continuously monitoring and analyzing data from marketing campaigns Regularly adjusting strategies based on feedback and performance metrics 				•

5 PROJECT DELIVERABLES

Due to circumstances beyond our control, there has been a delay in the implementation of project activities, and consequently in the preparation of planned outputs. Below, we provide an overview of the deliverables of the EDIH CASSOVIUM project and their reporting throughout the duration of the project:

NUMBER AND NAME OF THE OUTPUT / DESCRIPTION		TERM (MONTH) RESPONSIBLE
D1.1	Project Roadmap	Version 1 – M04 Version 2 – M14
	<ul style="list-style-type: none"> Three-year plan for project implementation, including objectives, governance plans (management, financial, quality, evaluation, green, equality and communication plan), planned resources and timeline. Inputs from all WPs. Electronic. 20 pp. English. 	TUKE
D1.2	Action Plan for Period 1	Version 1 – M05 Version 2 – M14
	<ul style="list-style-type: none"> Plan for project implementation for period 1 (M06-M12), inputs from all WPs. Electronic. 10 pp. English. 	TUKE
D1.3	Action Plan for Period 2	M19 -> M23
	<ul style="list-style-type: none"> Plan for project implementation for period 2 (M19-M36), inputs from all WPs. Electronic. 10 pp. English. 	TUKE
D2.1	Handbook for EDIH CASSOVIUM	M06 -> M16
	<ul style="list-style-type: none"> Collection of documents (T2.1+T.2:2): EDCASS Business Model, Organisational and Management Structure, Operation Strategies and Process Models for EDCASS. Electronic format. 150 pp. English and Slovak. 	TUKE
D2.2	EDIH CASSOVIUM Integrated Service Portfolio (Initial Version)	M06 -> M16
	<ul style="list-style-type: none"> Document describing integrated service portfolio with detailed description of customer journey approach, service delivery model, life cycle and product and resources management (T2.3) – as in initial version at the start of service delivery. Electronic format. TBD. English and Slovak. 	TUKE
D2.3	EDIH CASSOVIUM Integrated Service Portfolio (Evaluated Version)	M36

NUMBER AND NAME OF THE OUTPUT / DESCRIPTION		TERM (MONTH)
		RESPONSIBLE
	<ul style="list-style-type: none"> Document describing service portfolio with detailed description of customer journey approach, integrated service delivery model, life cycle and product and resources management (T2.3) – as in evaluated version at the time of project finish (after evaluation and upgrade). Electronic format. TBD. English and Slovak. 	TUKE
D2.4	SUSTAINABILITY STRATEGY	M35
	<ul style="list-style-type: none"> Document with the strategy for sustainability of multi-partner EDCASS operation after the project timeframe. Electronic format 20 pp. English and Slovak 	TUKE
D3.1	Overall Report on Services Provided by EDIH CASSOVIUM	M36
	<ul style="list-style-type: none"> Document reporting service provision part of EDCASS operation with details on number of services, clients, KPI, quality parameters, feedback, etc. Foreseen number of provided services during the project implementation: category A (TBI): 202 services, category B (S&T): 104 services, category C (S2FI): 20 services, category D (IE&N): 74 services. Electronic. 50 pp. English and Slovak. 	UPJS
D4.1	Report on EDIH CASSOVIUM Contribution to Regional and European Innovation Ecosystem Capacity Building	M36
	<ul style="list-style-type: none"> Complex document on how EDCASS contributed to the development of regional innovation ecosystem and European innovative networks and corridors. Electronic format. 50 pp. English and Slovak. 	UPJS
D5.1	Plan for Dissemination and Exploitation, Including Communication Activities	M02
	<ul style="list-style-type: none"> Three-year plan stating communication targets and goals, clear roles and responsibility of parties involved, identification of target stakeholders to be addressed, the communication methods and channels to be used. This plan will serve as a reference framework for evaluating the communication activities and will be updated when needed. Electronic. 10 pp. English and Slovak. 	KEITVA
D5.2	EDIH CASSOVIUM Branding Guide	M03
	<ul style="list-style-type: none"> EDCASS branding guide describing visual identity and graphical elements (brand and logo), guidelines for stakeholders. Electronic. 10 pp. English and Slovak. 	KEITVA
D5.3	Promotional materials	M10 -> M14
	<ul style="list-style-type: none"> Brochures (200), promo items (cups, pens, USB – 1000), roll-ups (10), billboards (5) Physical items. Slovak, English (if appropriate). 	KEITVA
D5.4	Report on Dissemination and Communication Activities	M36

NUMBER AND NAME OF THE OUTPUT / DESCRIPTION		TERM (MONTH)
		RESPONSIBLE
	<ul style="list-style-type: none"> The report will present and summarise all dissemination and exploitation activities: Project webpage; Social media; 18 videos; 18 newsletters, events (Opening Event "EDIH CASSOVIUM - digiTally yours"; International Conference on Digital Transformation in the Eastern Slovakia Region Final Event "Eastern Slovakia Powered by Digital Age"; Innoopsie - Inspirational Meetings; InnoMeets - MeetUps) Report will be in electronic form submitted in the DEP Results Platform. 100 pp. English. 	KEITVA