**PROJECT TITEL:**



1. **Projectteam & Partners**

| **Rol** | **Naam** | **Organisatie** | **Contactgegevens** |
| --- | --- | --- | --- |
| Contactpersoon |  |  |  |
| Projectleider |  |  |  |
| Projectpartner |  |  |  |
| Projectpartner |  |  |  |
| Enz. |  |  |  |

1. **Samenvatting / omschrijving**
2. **Doelstellingen & resultaten**

| Doelstelling | Resultaat |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

1. **Activiteiten**

| Datum | Omschrijving activiteit |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

1. **Fasering project**

| **Fase** | **Omschrijving** | **Datum oplevering** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Borging / bestendiging**

*Hoe gaat dit project duurzaam voortgezet worden? Hoe worden de nieuwe initiatieven in bestaande netwerken en processen geïntegreerd?*

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. **Taken en verantwoordelijkheden**

*Maak een lijst van alle mensen die betrokken zijn bij een project. Denk hierbij aan alle interne en externe stakeholders. Omschrijf hun rol binnen het project en voeg zoveel mogelijk details toe.*

| **Naam** | **Rol** | **Omschrijving** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Risico-inventarisatie**

| **Risico** | **Maatregelen** | **Impact/gevolg** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Begroting**

1. **Communicatie en disseminatie**

| **Type communicatie** | **Planning** | **Proces** | **Initiatiefnemer** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Hoe ga je de behaalde resultaten delen met partners?*

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………