**Instructions for preparing the project plan for the support of a large investor**

The project plan to be submitted to Enterprise Estonia must include as a minimum the following information:

1. The strategic objective of the undertaking.

*What does the undertaking want to achieve? How does the project relate to other activities and strategic objectives of the undertaking or group?*

1. A short description of the activities to be implemented.

*Bring out which activities are planned to be carried out in the project. What are the contents of the activities and the expected result? Please describe the timeframe of activities (for example, as a Gantt chart).*

1. The expected result of the project.

*Please also describe ways to assess that the set objectives have been achieved with the project. Please describe the situation when the project can be considered completed. Please determine indicators which assess the performance of activities. What jobs are to be created? What are the ways to implement the results achieved with the project in the future? What are the follow-up activities, if and where will the project move?*

1. The volume of the project budget and financing sources.

*Bring out the costs planned in the project and describe where the money comes from to finance the budgetary costs of the project and whole investment.*

1. A person or structural unit responsible for the activity.

*Who is the project manager and who are the primary key persons of the planned project? Please briefly justify the formation of the project group, ie. why these people have been selected in the project group? Please also describe the competence of key persons.*

1. Term for completing the project.

*Provide the period of the project and the term when the activities of the project should be completed.*

1. Expected long-term and strategic impact of the project on the group.

*Describe what kind of impact the project has on the undertaking operating in Estonia and the group on a wider scale. What is the project’s impact on the product or service package of the undertaking? How will the project contribute to the development of the group?*

1. The impact of the project on the development of the region and the economic sector in Estonia.

*Describe how the project influences the development of the investment destination (impact on employment, local government tax collection, infrastructure, relations with the potential partner companies of the region etc.). Impact of the project on exports.*