



## **Large investor support**

### **Instructions for preparing the project plan**

The project plan 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?*
- 2) 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).*
- 3) The expected result of the project.  
*Please describe how the objectives of the Regulation will be achieved (two years after the end of the project is value added per employee higher than average in manufacturing sector). Please describe the situation when the project can be considered completed. Please determine indicators which assess the performance of activities. What jobs will be created? Recruitment plan. What are the ways to implement the results achieved with the project in the future? What are the follow-up activities, whether additional investments are planned? What is the impact of the project on exports? Forecast of economic indicators on the Enterprise Estonia (EE) form.*
- 4) 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 project costs and whole investment.*
- 5) Previous experience and expertise of the project team.  
*Please describe the roles and competencies of key personnel.*
- 6) 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 impact on the product or service package of the undertaking? How will the project contribute to the development of the group?*
- 7) 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.).*