# Sample template: "Overview of work steps"

Please use this table to **briefly** describe the work steps envisaged. The table serves to improve comparability when several offers are received. However, it is not intended to replace the actual tender document (performance desciption). In particular, the question on work step fulfillment serves as an award criterion, see “5. award criteria” in document "Application conditions". The work steps of WP 1 are not to be presented.

The template is to be continued for the other work packages and was partly created as an example for WP 2. The same questions are to be answered for each work step, whereby the first question differs for minimum requirements and options.

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| Work step AP 2.1 (minimum requirement) |
| Is the work step carried out? Is external expertise brought in if necessary? |  |
| Which methods are used? What approach is proposed? |  |
| Which of your own resources are used? |  |
| What additional coordination is required?What data may need to be provided by the partners?What information is required to complete the work step? |  |
| Concrete results (study, paper, interview reports) and approximate scope.  |  |
| Work step AP 2.2 (minimum requirement) |
| Is the work step carried out? Is external expertise brought in if necessary? |  |
| Which methods are used? What approach is proposed? |  |
| Which of your own resources are used? |  |
| What additional coordination is required?What data may need to be provided by the partners?What information is required to complete the step? |  |
| Concrete results (study, paper, interview reports) and approximate scope.  |  |
| Work step AP 2.3 (minimum requirement) |
| Fill in content from above. |  |
| Work step AP 2.4 (minimum requirement) |
| See above.  |  |
| Work step AP 2.5 (minimum requirement) |
| See above.  |  |
| Work step AP 2.6 (option) |
| Is the work step carried out completely or partially? Is external expertise brought in if necessary? |  |
| Which methods are used?What approach is proposed? |  |
| Which of your own resources are used? |  |
| What additional coordination is required? What data may need to be provided by the partners?What information is required to complete the work step? |  |
| Concrete results (study, paper, interview reports) and approximate scope. |  |
| Step 2.7 (option) |
| See 2.6 → Fill in content. |  |