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[Insert Title of Task Force here]

Task Force Workplan

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| **Authors** | | |
| **Author** | **Institution** | **Contact e-mail** |
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|  |  | **Document Revision History** |  |
| **Version** | **Date** | **Description of change** | **Contributor(s)** |
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# TASK FORCE WORK PLAN

### Task force name

### [Insert Title of Task Force here]

### Task Force chairs and members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Full name | Professional affiliations | REHVA MA | Email address |
| Task Force chair |  |  |  |  |
| Task Force co-chair |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| Member |  |  |  |  |
| … |  |  |  |  |
| Reviewer |  |  |  |  |
| Reviewer |  |  |  |  |

TF members shall cover at least 3 REHVA member countries and include member associations representatives. Consider inviting representatives of [*REHVA supporter companies*](https://www.rehva.eu/about-us/supporters) as external experts whenever possible to ensure that the outcome is practice and market oriented. The list of supporters is available on the [*REHVA website*](https://www.rehva.eu/about-us/supporters).

### Sponsorship

In case the TF is sponsored by a company, please summarise the details of the sponsorship here.

If you’d like to reach sponsorship of the technical outcome, but you do not know how, indicate so.

As this Work Plan will be reviewed by the Publication and Marketing Committee (PMC) and possibly other committees, sponsorship opportunities may be identified afterwards.

### Scope, objectives, and justification of the Task Force

Please summarise the scope and objectives of the TF. Explain why REHVA should tackle the related topic. Justify what added value the outcome brings to the target audience, what kind of knowledge/practical gaps is intending to fill and justify why this topic is relevant. Consider that REHVA publications and knowledge sources target practitioners and should be suitable for practical application. Please, be concise and limit this section to 400 words.

### Target audience(s)

Describe the target audience(s) of the planned TF outcome. Justify why it is suited and relevant for the specific audience. Please support your arguments/opinion by including references and links wherever possible.

### Description and justification of outcome(s)

Describe the planned outcome(s) of the TF.

Consider a combination of different possible outputs to increase the impact (e.g., guidebook and a digital calculation tool/infographic, recorded course). REHVA encourages the development of training materials based on guidebook content.

If you’d like to reach ambitious outcomes, but you do not know how, indicate so.

### Structure of the outcome(s)

Please, summarise the draft content, in case the output is a guidebook, a technical report or a manual. Explain the intended scope and content of each listed point and define the maximum length of each chapter. The preferred guidebook length is below 80 pages including all graphs and figures, and the outcome should not exceed this length.

In case the outcome is other than a book, please list and describe the related structure and content part, indicate volume, format, and main characteristics.

#### **Table of content**

Chapter 1 (length in pages or %)

Scope and summary

Section 1

Section n

…

Chapter n (length in pages or %)

Scope and summary

Section 1

Section n

Annex I (length in pages)

Scope and summary

### Market analysis and market potential

To be developed by the Publication and Marketing Committee (PMC).

### Indicative timeline of the work and resources

Describe the indicative timeline of the work and resources. Indicate any relevant milestones. Consider that once the final manuscript has been agreed by the task force members, the following milestones shall be considered:

* Appointment of TRC members for review, which can be either done via email or at a periodic TRC meeting.
* Review by TRC members and optionally external stakeholders, which should last approximately two weeks.
* Implementation of review comments, which typically takes up to a week.

Once the document has been approved by the TRC it enters the PMC’s domain, in which the following milestones typically take place in the case of guidebooks:

* English proof-reading of the manuscript, which typically takes up to two weeks.
* Typesetting of the manuscript, which typically takes up to two weeks.
* In case the guidebook is to be printed, additional time shall be considered before the public release date.

The use of Gantt chart is highly recommended. Support from the TRC Secretariat can be requested.

The final publication and public release of the guidebook shall be decided by the Publication and Marketing Committee (PMC).