DigLogs

Transferability plan

Activity title: 5.4 Transferability plan

5.4.1 Template for assessment

Responsible partner: **Involved partners:**			
Version	**Status**	**Date**	**Author**
1	Draft 1	02.04.2021.	LP - PFRI
1.1	First revision	13.04.2021.	Revised by PP5-Actual
1.2	Second revision	06.06.2021.	Revised by LP-PFRI
1.3	Third revision	29.06.2021.	Revised by LP-PFRI
Notes:			

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1. Introduction

DigLogs aims to create the technological solutions, models and plans to establish the most advanced digitalized logistic processes for multimodal freight transport and passengers' services in the Italy-Croatia area. This project will have a significant impact on the quality, safety and environmental sustainability.

Transferability plan accounts for the possibility of transferring the knowledge and the know-how gained through the process of implementation of the project's work plan. Sheer amount of the practicality gained with the tried-out solutions bridges the gap among the project partners who are in front of the decision-making process of advancement to the next level of their own business conduct.

While there is plenty of information available on different solutions in ports regarding the digitalization of logistic processes used in many cities across the Croatian-Italian border, in most EU studies less attention is given to the methodological approach for the successful transfer of these measures. In the real world, what can be observed is the implementation of measures usually imported from elsewhere, where they were part of a successful case, often without a careful assessment of whether transferability conditions are ensured, and thus ending up as failures.

For this scope, transferability is defined as "**the ability to transfer/adopt in a given city/port successful measures previously adopted elsewhere, and achieve comparable results**"

The exercise of transferability is all about looking properly at the enablers (success drivers) and the conditioning barriers affecting the adoption of measures. For this, it is necessary to systematize what barriers to policy implementation exist in each target case.

The aim is thus to undertake an assessment of transferability and finally propose a framework supporting the adoption of digital logistic processes in new settings. It will assess whether port logistic measures adopted in the reviewed stock of experience (both in the pilots and as synthesized at the EU level in previous projects) are actually transferable and under what specific conditions.

2. Pilot description

<Short introductory text related to the pilot, max. 1 page>

Pilot definition

Information	Description
1. Problem to be addressed or improvement desired	- 3-4 bullets
2. Goal(s) of the pilot project	- 3-4 bullets
3. Technology to pilot	- 3-4 bullets
4. Pilot project description	- 3-4 bullets
5. Resources needed	- 3-4 bullets
6. Cost/benefits analysis (if any)	- 3-4 bullets

3. SWOT Analysis - <Pilot Name>

SWOT matrix is a strategic planning technique used to help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning.

The use of the SWOT matrix regarding this project is visual summarization of individual project pilots along with their associated activities, which in turn makes this plan a valuable input for transferring knowledge and experience.

By filling up this SWOT analysis, simple “ask and answer questions” generate meaningful information for each category which helps with identification of the competitive advantage and provide valuable information which can be used for improvement purposes.

The purpose of this SWOT analysis is to facilitate the identification and classification of data in the following chapter (Pilot outputs – benefits and disadvantages).

<additional text regarding the SWOT matrix if neded>

STRENGTHS	WEAKNESSES
- 2-3 bullets	- 2-3 bullets
OPPORTUNITIES	THREATS
- 2-3 bullets	- 2-3 bullets

4. Pilot outputs – Benefits, disadvantages and improvements – <Pilot Name>

Benefits and disadvantages serve as a starting point towards the need for potential improvement. This chapter contains summarized notes and valuable information regarding outputs derived from the individual project pilot implementation. The table below serves as a guideline for summing up the results and their significance to the project, while also providing valuable inputs for improvement.

Explanation of the individual pilot benefits (for example):

- What bottlenecks does it solve?
- Which processeses or its parts does it optimize?
- Which KPIs does it improve?

Explanation of the individual pilot disadvantages (for example):

- What obstacles did you encounter?
- Did the results come at the cost of something? Any sacrifices had to be made? Are there any other potentially negative impacts?

Explanation of the individual pilot improvements:

- This is the essence of the Transferability plan
- It should contain measures and strategies needed to be deployed in order to reach the benefits and minimize disadvantages.
- It should also contain indications and/or brief roadmaps in order to achieve more benefits, as a result of releasing the full potential of the pilot, after reaching its full scope.

Type of Enablers and/or Barriers	Description		
	Benefits	Disadvantages	Improvements
Financial	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets
Physical	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets
Technological	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets
Environmental	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets
Political	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets
Legal	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets
Security & risk	- 2-3 bullets	- 2-3 bullets	- 2-3 bullets

5. Pilot implementation – Key Performance Indicators <Pilot Name>

<introductory text regarding the particular pilot implementation>

<Please update the maturity status of individual activities, responsible stakeholders and values>

No.	Activity	Maturity	Responsible stakeholder	Key Performance Indicator	Expected value
1.	**Completed project work plan**	IN PROGRESS or COMPLETED	External consultant or Project Partner	Accepted pilot work plan by all PPs	1
2.	**Written draft of the technical-functional specification**	IN PROGRESS or COMPLETED	External consultant or Project Partner	Written full technical-functional specification	1
3.	**Public procurement (tendering) documentation**	IN PROGRESS or COMPLETED	External consultant or Project Partner	Issued request(s) for quotation(s) / Total number of request(s) for quotation(s) needed	
4.	**Received commercial offers**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendors	Received commercial offer(s) / Total number of offer(s) to be received	
5.	**Evaluation of offers completed and best offers selected**	IN PROGRESS or	External consultant or	Best offer(s) selected	1

		COMPLETED	Project Partner		
6.	**Awarded equipment purchase contracts (if applicable)**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendor	Awarded purchase equipment contracts	1
7.	**Awarded integration and/or development services contracts**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendor	Awarded integration and/or development services contracts	1
8.	**Equipment delivered and installed (if applicable)**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendor	All equipment installed	1
9.	**Integration and/or development services delivered and completed (if applicable)**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendor	All integration and/or development services completed	1
10.	**UAT testing**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendor,	Number of successful tests / Total number of required tests	100%

			Users		
11.	**Full system functional (pilot development completed)**	IN PROGRESS or COMPLETED	External consultant or Project Partner, Vendor, Users	One complete pilot project successful	1
12.	**Number of ICT systems upgraded, enhanced or introduced as a consequence of project execution**	IN PROGRESS or COMPLETED	Project Partner	At least one ICT system upgraded, enhanced or introduced as a consequence of pilot execution	1+
13.	**Amount of funds justifiably spent by the PP for pilot action / Total funds allocated for pilot action**	IN PROGRESS or COMPLETED	Project Partner	Percentage of available funds from the budget (Application Form) – only HW, SW and integration	Preferably 100%
14.	**Number of secondary affected ICT systems as a consequence of the pilot execution**	IN PROGRESS or COMPLETED	Project Partner	At least one secondary ICT system affected as a consequence of the pilot execution	1+
15.	**Number of improved internal processes as a consequence of the pilot execution**	IN PROGRESS or COMPLETED	Project Partner	At least one internal process directly benefitting from the pilot execution	1+
16.	**Number of affected port terminals, basins, land terminals, vessels or other locations as a consequence of the pilot execution**	IN PROGRESS or COMPLETED	Project Partner	At least one port terminal, basin, land terminal, vessel or other location positively affected as a consequence of the pilot execution	1+

17.	**Increased level of security of port terminal, basin, land terminal, vessel or other location as a direct result of pilot execution**	IN PROGRESS or COMPLETED	Project Partner	Is the security of port terminal, basin, land terminal, vessel or other location increased as a result of pilot execution?	YES
18.	**Increased level of cyber security of involved logistics and transport ICT systems as a direct result of pilot execution**	IN PROGRESS or COMPLETED	Project Partner	Is the level of cyber security of involved logistics and transport ICT systems increased as a result of pilot execution?	YES
19.	**Directly or indirectly lowered GHG emissions as a direct result of pilot execution**	IN PROGRESS or COMPLETED	Project Partner	Are GHG emissions directly or indirectly lowered as a result of pilot execution?	YES
20.	**Timely submitted pilot action completion/closeout reports**	IN PROGRESS or COMPLETED	Project Partner	Timely reporting on pilot action completion/closeout	YES
21.	**<OPTIONAL - add pilot-specific KPIs, if applicable>**				

Activity 1/KPI1: <please elaborate briefly, if needed>

Activity 2/KPI2: <please elaborate briefly, if needed>

Activity 3/KPI3: <please elaborate briefly, if needed>

Activity 4/KPI4: <please elaborate briefly, if needed>

Activity 5/KPI5: <please elaborate briefly, if needed>

Activity 6/KPI6: <please elaborate briefly, if needed>

Activity 7/KPI7: <please elaborate briefly, if needed>

Activity 8/KPI8: <please elaborate briefly, if needed>

Activity 9/KPI9: <please elaborate briefly, if needed>

Activity 10/KPI10: <please elaborate briefly, if needed>

Activity 11/KPI11: <please elaborate briefly, if needed>

Activity 12/KPI12: <please elaborate briefly, if needed>

Activity 13/KPI13: <please elaborate briefly, if needed>

Activity 14/KPI14: <please elaborate briefly, if needed>

Activity 15/KPI15: <please elaborate briefly, if needed>

Activity 16/KPI16: <please elaborate briefly, if needed>

Activity 17/KPI17: <please elaborate briefly, if needed>

Activity 18/KPI18: <please elaborate briefly, if needed>

Activity 19/KPI19: <please elaborate briefly, if needed>

Activity 20/KPI20: <please elaborate briefly, if needed>

6. Pilot stakeholders – <Pilot Name>

The following table should contain the information about all stakeholders whose interests are directly or indirectly affected by the development and the execution of the individual pilot.

Brief information inputs regarding the pilot should be provided structured in the table below.

Stakeholder	Linked partner	Type of organisation	Description	Stakeholder's needs	Level of involvement
Stakeholder name	PPx	For example: Transport operators	For example: Enterprises, transport and multimodal transport operators (MTO) including operators of multimodal logistics hub, Infrastructure providers	For example: Enhanced speed in document processing Timely document issuing	For example: Informed about project development or UAT – User Acceptance Testing
Stakeholder name	PPx	For example: Sector associations			

<add as many stakeholders as applicable>

7. Pilot timeline – <Pilot Name>

The actual timeline for the durations of the entire pilot project is shown in table below, along with the most important milestones.

<please adapt the dates of your individual pilots accordingly>

<additional text if needed>

		Year and month														
Activity number	**Activity title**	2020					2021									
		8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
1	**Creation of the pilot work plan draft**															
2	**Creation of the pilot work plan**			*												
3	**Creation of the technical-functional specification**															
4	**Completed public procurement documentation**															
5	**Awarded equipment purchase and system integration contracts**				*											
6	**Development and system integration**															
7	**Fully integrated system UAT testing**															
8	**Full system deployment in production**														*	

<please make sure that the timeline is aligned with the Pilot Work Plan>

8. Risks and risk mitigation – <Pilot Name>

Risk management assured that the majority of problems were discovered early enough so that there was time to recover from them without missing schedules or overspending the budget

Project risk management - the **risk management plan** from the individual Pilot project plans defined what activities should be done to deal with project risks:

- The risk identification allowed identifying and documenting risks that may have affected the project objectives.
- The qualitative analysis evaluated the possible consequences of the risks as well as their likelihood of occurrence, in subjective terms, in order to prioritize the risk.
- The quantitative analysis was recommended to be conducted for the most important project risks, considering their probability and impact resultant from the qualitative analysis. It was conducted with rigor in quantitative terms to assess the probability and impact of the high priority risks.
- The risk response planning helped to develop actions to enhance opportunities and to reduce threats on project objectives.
- Monitoring and controlling risks enabled the project manager to keep track of the defined risks and identify new risks during the project and during the implementation of the risk response plans.
- The risk management plan also included the definition of the tools and techniques suitable and available for each risk process, for a particular project or type of project.

Individual project pilot risks that have occured are stated, along with the measures which were implemented in order to prevent and/or minimize their overall impact on the individual pilot, and the project overall. This will help during the transferability of the project outputs, because similar risks may occur when replicating the project results.

< please state individual pilot risks that have occured, along with the mitigation measures>