

Dear Participant,

The aim of this paper is to help you to define, to analyse and to develop in detail your individual cooperation project. It will serve as a logbook for your cooperation project and assist your training centre in providing you with better support to realise your goals.

Please fill in this paper step by step:

1. Please answer items 1 and 2 in preparation of your selection interview. You will require this information when presenting your cooperation idea in the interview.
2. After being accepted in the programme, you will develop your cooperation project, now with the assistance from representatives from the German training centre. Items 3 to 5 can provide you with better orientation for a more in-depth analysis of your cooperation project, and help with targeted questions. This part of the paper should be completed **prior** to your arrival in Germany.
3. Items 6 to 9 serve the further development of your cooperation project. Here you can describe the information and knowledge you have gained **during** your stay in Germany.

Surname, First name

Home Country

Training Centre / Tutor (To be filled in, as soon as known)

Training Period (To be filled in, as soon as known)

Name of the Cooperation Project

Initial situation / Basis for the cooperation project

- 1) Please describe your idea for cooperation you intend to develop further during your stay in Germany.

- 2) Please justify the strategic importance this cooperation project has for your company. What quantifiable outcome should be achieved for your company with the project? Which key performance indicators will be influenced positively?

Analysis of the cooperation project (starting in your home country, with ongoing adjustments)

- 3) Describe your project's goals and derive sub-goals.

- 4) Describe the project's current status. Which preconditions for realizing this project already exist (has the project already started, and have some stages already reached completion)?

- 5) What information and knowledge do you still need to successfully implement your project? What questions would you like to clarify during your training in Germany?

Development of the cooperation project (during your stay in Germany)

- 6) What information and knowledge have you gained during the programme in Germany (during training, group company visits or personal contacts)? What conclusions can you draw for your own project?

- 7) Which German companies will you work with in realizing your project? Which concrete agreements have been made? *(Please give the name of the company and the subject or topic of the cooperation! Which concrete steps have been agreed on?)*

- 8) What steps do you plan on taking after returning to your company to realise the cooperation project? Please describe your project's milestones (up to a maximum of 24 months) and display them visually (e.g. in a Gantt chart).

- 9) Evaluate your project's prospects for success. What can you do on a personal level to ensure the success of the project?

We wish you much success in realising your project!