# Work Package 2
## Development of a tool-kit for the Total Concept method application

WP leader: Swedish Construction Clients

Intelligent Energy Europe Programme
of the European Union

# WP2 objectives

**All necessary information, guidelines and tools are available for Total Concept method pilot implementation in each participating country and partners are prepared for carrying out pilot projects**

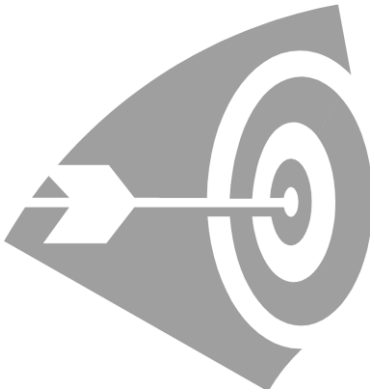
***Specific WP2 objectives***

Prepare project partners for pilot studies by developing relevant information materials about Total Concept method implementation and carrying out an internal workshop

Identify and report the non-technical barriers for major renovations in non-residential building stock in participating countries as well as possible measures to overcoming them.

Identify and report local specific conditions and prerequisites for Total Concept method implementation in each participating country in order to adapt the tools and guidelines to national conditions.

Develope Total Concept test tool-kit for national pilot implementations



# WP2 impact on overall project objectives and outcomes

***The outcomes of WP2 will support to achieve…***

**The Total Concept method is customised to fit the needs of each participating country and guidelines available for spreading the concept on broader scale**

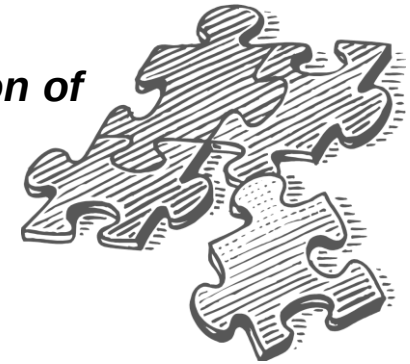
***TOTAL CONCEPT project specific objectives***

Develop further the Total Concept method and tools needed for adapting it to national conditions. The Total Concept method will be customised to fit the needs of a participating country in particular

***TOTAL CONCEPT project main outputs***

Detailed information materials, national guidelines and a tool-kit available for the Total Concept method implementation in each participating countries, targeting the different stakeholders and key actors in the participating countries.

***The outcomes of WP2 will also support successful implementation of pilot studies…***



# WP2 tasks

Task 2.1 Development of information materials and carrying out internal training

Task 2.2 Breaking the non-technical barriers

Task 2.3 Survey of the local conditions and prerequisites for Total Concept implementation

Task 2.4 Development of a tool-kit for Total Concept implementation

# Task 2.1 Development of information materials and carrying out internal training

***Important activities included***

- ✓ Compile the available information about Total Concept and define what is needed for this project
- ✓ Prepare the information materials in English
- ✓ Analyze the existing digital help tools and developments needed
- ✓ Prepare the workshop, involve external stakeholders
- ✓ Carry out a workshop

# Task 2.2 Breaking the non-technical barriers

***Important activities included***

- ✓ Plan the information collection from different stakeholders, form a layout for questionnaire for partners in English
- ✓ Adapt the questionnaire to national conditions
- ✓ Map the stakeholders, carry out interviews
- ✓ Analyze results and identify possible methods for overcoming the barriers
- ✓ Report the national results
- ✓ Report the overall results (Deliverable 2.5)

# Task 2.3 Survey of the local conditions and prerequisites for Total Concept implementation

***Important activities included***

- ✓ Plan the survey, form a layout for check-lists/questionnaire for partners in English
- ✓ Analyze the local conditions based on the check-list/questionnaire
- ✓ Report the national results
- ✓ Report the overall results (Deliverable 2.6)

# Task 2.4 Development of a tool-kit for Total Concept implementation

***Important activities included***

- ✓ Plan the tool-kit content (information materials, check-lists and tools needed)
- ✓ Develop the digital tools needed
- ✓ Prepare one common Total Concept tool-kit in English
- ✓ Adapt the tool-kit to national conditions based on outcomes from task 2.2 and task 2.3

# Deliverables of WP2

| Deliverable | Delivery Month |
|---|---|
| D2.1 Information materials on the Total Concept method and its application. Available in English language at the project website. | 4 |
| D2.2 Digital help tools needed for supporting the Total Concept method applications. Available in English language at the project website. | 6 |
| D2.3 Materials needed for carrying out an internal workshop within the project consortium. | 4 |
| D2.4 Minutes and documents of the internal workshop | 5 |
| D2.5 A publishable report describing existing non technical barriers and suggestions for overcoming them, available in English. | 6 |
| D2.6 A publishable report on the local conditions and prerequisites for adopting Total Concept method in the participating countries, available in English. | 6 |
| D2.7 One common Tool-kit for the Total Concept method applications, available in English. | 6 |
| D2.8 A Tool-kit for the Total Concept method application on a national level in each participating country. | 7 |

# Time plan for WP2

| | duration of the project (in months) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WP / Project phase | | A 2014 | M 2014 | J 2014 | J 2014 | A 2014 | S 2014 | O 2014 | N 2014 | D 2014 | J 2015 | F 2015 | M 2015 | A 2015 | M 2015 | J 2015 | J 2015 | A 2015 | S 2015 | O 2015 | N 2015 | D 2015 | J 2016 | F 2016 | M 2016 | A 2016 | M 2016 | J 2016 | J 2016 | A 2016 | S 2016 | O 2016 | N 2016 | D 2016 | J 2017 | F 2017 | M 2017 |
| **WP 2:** | **Development of the tool-kit for the Total Concept method application (SCC)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.1 | Development of information materials and carrying out an internal workshop on Total Concept method applications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | D2.1; D2.3 | | D2.4 | D2.2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.2 | Breaking the non technical barriers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | D2.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.3 | Survey of the local conditions and prerequisites for adopting the Total Concept method in the participating countries | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | D2.6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 2.4 | Development of a tool-kit for the Total Concept method implementation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | D2.7 | D2.8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | ***Total hours*** | **1330** | | | | | | | | | **0** | | | | | | | | | | | | **0** | | | | | | | | | | | | **0** | | |

**Total duration of WP2:** 7 months

**Time period:** April - October 2014

**Budget:** 1330 hours (8%) + cost for translation of information materials and tool-kit, carrying out an internal workshop

# Responsibilities of the partners

| Partner | Task(s) for this partner organization |
|---|---|
| SCC<br>*WP leader* | - Leader of this work package<br>- Assists with the information gathering for Task 2.1<br>- Organization and documentation of internal workshop (Task 2.1, D2.4)<br>- Leader of task 2.2 and 2.3, develops the materials for the study and coordinates input from the project partners, reports the results (D2.5, D2.6)<br>- Carries out the study on non-technical barriers in Sweden and reports the results (Task 2.2)<br>- Carries out the study on local conditions and prerequisites for adopting Total Concept method in Sweden and reports the results (Task 2.4)<br>- Assists in the development of the tool-kit for the Total Concept method applications (Task 2.4) |
| CIT | - Leader of task 2.1 and task 2.4, development of the general information materials and tools needed for Total Concept method, and development of common tool-kit for the Total Concept (Task 2.1, D2.1, Task 2.4, D2.7); adapting the tool-kit to Swedish conditions (Task 2.4, D2.8)<br>- Preparing the materials needed for the internal workshop and carries out the workshop (Task 2.1, D2.3)<br>- Providing input about national non technical barriers among stakeholders in Sweden and supporting in development of methodologies to overcome these barriers (Task 2.2)<br>- Contribution with the information to the evaluation of the local conditions and prerequisites for adopting Total Concept method in Sweden on a broader scale (Task 2.3) |

# Responsibilities of the partners

| Partner | Task(s) for this partner organization |
|---|---|
| SBI/AAU<br>SINTEF<br>EKVÜ<br>Bionova | - Participating in the internal workshop invites also their stakeholders in pilot studies (Task 2.1)<br>- *Carries out the study on non-technical barriers in their country and reports the results to SCC (Task 2.2)*<br>- *Carries out the study on local conditions and prerequisites for adopting Total Concept method in Sweden and reports the results to SCC (Task 2.4)*<br>- Support in developing the common tool-kit for the Total Concept method applications (Task 2.4)<br>- Adapting the developed tool-kit for the Total Concept method to their national conditions (Task 2.4, D2.8) |
| Rambøll,<br>RKAS<br>DACC | - Participating in the internal workshop (Task 2.1)<br>- Providing input about national non technical barriers among different stakeholders in their country and supporting in development of methodologies to overcome these barriers (Task 2.2)<br>- Contribution with the information to the evaluation of the local conditions and prerequisites for adopting Total Concept method in their country (Task 2.3)<br>- Support in developing the common tool-kit for the Total Concept method applications and supporting in adapting the tool kit to their national conditions (Task 2.4) |

# Risk assessment of WP2

| Possible risk | Probability to occur | Impact on the project |
|---|---|---|
| Internal workhop takes place too late (difficulty to set the suitable date and involve subcontractors) | Medium | High |
| Tool-kit not ready in time for pilot studies (preparation of guidelines and tools delayed as well as results from task 2.3) | Medium | High |

***Proposal:***

- ***workshop carried out latest by mid-august..***
- ***Subcontractors for pilots involved as soon as possible..***
- ***results of task 2.2 and task 2.3 finalized before workshop..***
- ***common tool-kit ready by end of august..***