



External Technical Assistance Needs

General Information

Please, write down the following information.

Local Mentor Name	
Green Entrepreneur Name	
Green Entrepreneur Code	

Note:
Yellow c

How to use this spreadsheet?

This spreadsheet will be used to describe and justify the external technical assistance needs of entrepreneurs. The Local Mentor identifying such needs and proposing from 1 to 5 external experts to cover them. The Local Mentor should reach an agreement on participation conditions described in this document (there is a sheet for each external expert), so once accepted, SCP/RAC will manage the administrative procedures.

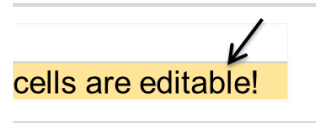
Dear mentor, first of all you are encouraged to check the '**Potential Needs Overview**' sheet in order to be aware of potential needs along the process. Some of these needs will be covered by you, while some other may need the attention of external technical needs may be unnecessary in some projects. The list is orientative and not exhaustive. Read the Support Action Plan for further details.

After identifying the needs, please **fill up as many sheets as external experts** will be participating in the support of the entrepreneur. **When ready, remember to indicate it in the Schedule spreadsheet.**

Summary of External Technical Assistance

This table is generated automatically, based on the information provided in the several sheets of this spreadsheet.

Expert	Name of expert	Budget (€)
1		
2		
3		
4		
5		
		0



tor is responsible for
t with them on the
I only need to run the

needs of the entrepreneur
assistants. Similarly, some
or details on the process.

preneur (the maximum is 5).



Potential Needs Overview

This sheet shows an orientative and not exhaustive list of potential support activities to be provided to the entrepreneur, either Technical Assistance.

Please check the following support actions and identify if any of these may be part of the external technical assistance. You can also identify other support actions, if necessary for the entrepreneurial project. Then, identify who will provide this assistance and fill up the necessary spaces (if identifying external needs are found in the Support Action Plan).

Support for the Operation and Management Plan

Section	Description of support / actions
Management and problem solving activities	Supporting research and innovation process
	Supporting and enhancing management skills

	Advisory about strategies and business planning
	Elaboration of management protocols (rules of the house)
	Establishment of company policies (environmental policy, green procurement policy, Corporate Social Responsibility policy).
Human resources	Supporting selection and hiring procedures
	Supporting Team building activities
	Preparing administrative documentation for the contracts
	Advisory about human resources management and contracting
	Advisory about roles and hierarchy map design
Physical assets	Supporting purchasing / renting / leasing of assets
	Advisory and negotiation skills
Intellectual resources	Designing IT strategies and tools
	Supporting patents and trademark achievement
	Advisory about licensing strategies
	Supporting software, hardware and other intellectual assets to be exploited correctly
Production and suppliers (ecodesign)	Supporting supply chain and purchase negotiations
	Advisory about legal requirements and contracts
	Supporting stakeholder management and cocreation
	Advisory in the selection of best suppliers and ecolabelled products and services
	Supporting quality management
	Product & service ecodesign
	User interface and user experience design
	Life Cycle Thinking & Assessment
	Biomimicry & Circular Economy
	Ecoefficiency & Renewable energy
	Biomass and bioeconomy
	Waste management
	Clean manufacturing
	Green architecture & urbanism
	Green mobility
	Green labelling & certifications
	User experience tests

Other	Please describe
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Support for the Marketing Plan

Section	Description of support / actions
Customers and value proposition	Supporting customer segmentation strategy
	Supporting Persona tool utilization and customer identification.
	Supporting in the development of a customer acquisition plan
	Advisory in the market-product(service) fitting
Market analysis and competitors	Supporting Market & SWOT analysis
	Advisory in the mid-long term market / niche strategy
	Advisory internationalization and market scaling
	Help to emphasize the most important advantages this solution is providing, compared with the market competitors.
Products and services offer and pricing	Creating a catalogue with the products and services.
	Selecting and designing promotional tools: websites / material / gadgets
	Managing the order & productions of flyers, brochures, business cards, catalogues, posters, postcards, signs, billboards, etc.
	Helping in the setting of prices.
	Help with storytelling skills, narrative guidance and communication about the key aspects of the business idea.
Branding and positioning	Helping the brand creation and corporative identity design such as: logo, brand colours, fonts.
Communication channels	Advisory about which sales channels and methods are the most suitable to be used: trade shows, public speaking, charity events, networking, contests, seminars, special events, agents, word-of-mouth, yellow pages, door-to-door, etc.
	Managing online marketing development and execution (social media management).
	Supporting and advising online marketing strategies and promotional services such as: website, e-mailing, newsletters, banners, social media, online advertising...
	Helping the advertisement campaign strategy and design of the material needed.

Customer relationship	Supporting Customer relationship design
	Supporting Post-sales warranties and customer support policies strategies
	Reviewing the customer journey in order to design a better experience.
Other	Please describe

Support for the Financial Plan

Section	Description of support / actions
Setup costs and funding	Supporting and advising the accounting of the initial investments needed to launch the business.
	Supporting and advising the accounting of the global investments needed to run and expand the business during a certain amount of time.
	Funding mechanisms consultancy
	Access to funding platforms & channels
	Supporting crowdfunding campaign design and execution.
	Submitting the GBP to public/private funded calls for entrepreneurs.
Financial plan accounting (income statement, cash flow, balance sheet, break even analysis, 3-years income statement).	Supporting Financial plan spreadsheets accounting and interpretation.
Other financial metrics	Supporting advanced financial accounting & metrics
Other	Please describe

Support for the Legal Management Plan

Section	Description of support / actions
At the organization level	Form of the organisation: Advisory about the most suitable legal form for the project
	Form of the organisation: Entity legal registration
At the market level	Patent & Trademark advisory and registration
	Licensing scheme advisory
	Copyright regulation and registration
	Copyleft schemes
	Domain registration
At the local, regional, national and international level	Environmental regulations: Advisory about current environmental legislation.
	Environmental regulations: Environmental authorizations application & achievement.
	Labour regulations: Advisory about current labour legislation.
	Labour regulations: Labor authorizations application & achievement.
	Advisory about current trade legislation at local, regional, national and international level.
	Trading permits achievement
	Customs regulations advisory & authorization achievement
Other	Please describe

Support for the Measuring and Looking forward section

Section	Description of support / actions
Forecasting the future of the business	Advisory services about the forces of change (e.g. future market, technology, consumer trends)
Impact measurement and continuous improvement	Supporting the definition of indicators (economic, social and environmental)
	Supporting the creation of a measurement scheme and reporting procedures.
	Supporting environmental performance evaluation.
	Supporting Ecodesign and Ecoinnovation strategy adoption.

Other

Please describe

by the Local Mentor or by External

are encouraged to describe new support
needs. (More details on the process of

Note:

Yellow cells are editable!



**Need external
technical assistance?**
YES/NO



Need external technical assistance? YES/NO

Need external technical assistance? YES/NO

Need external technical assistance? YES/NO

Need external technical assistance? YES/NO





External Technical Assistance: Expert #1

What are the green entrepreneur needs to be covered by this expert?

Describe with your own words what are the needs to be covered by this expert and connect them with the green business plan.

What External Technical Assistance will be provided to answer to these needs?

Please describe the task/s that will be covered by this external expert.

Task 1

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)		
Back office time (h)		
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 2

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)		
Back office time (h)		
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 3

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Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	5	
Back office time (h)	5	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Who will provide this Assistance and why?

Please provide the following information about the expert.

Name	
E-mail	
Complete address	
Linkedin Profile	
Organisation name	
Organisation webpage	

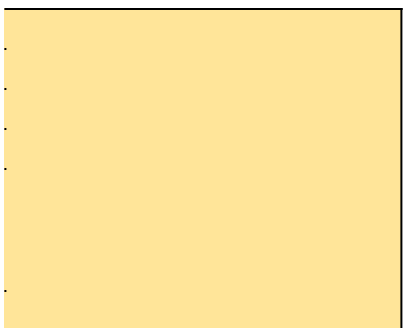
Career resume, experience and expertise

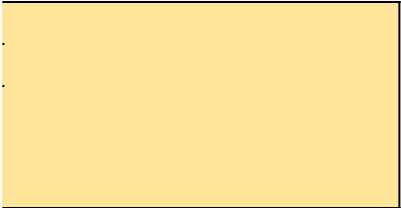
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Why this person? Justify it.





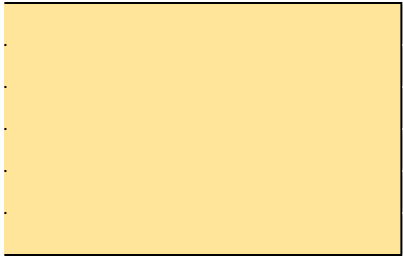




Budget (€)

VAT excluded







External Technical Assistance: Expert #2

What are the green entrepreneur needs to be covered by this expert?

Describe with your own words what are the needs to be covered by this expert and connect them with the green business plan.

What External Technical Assistance will be provided to answer to these needs?

Please describe the task/s that will be covered by this external expert.

Task 1

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)		
Back office time (h)		
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 2

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)		
Back office time (h)		
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 3

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Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)		
Back office time (h)		
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Who will provide this Assistance and why?

Please provide the following information about the expert.

Name	
E-mail	
Complete address	
Linkedin Profile	
Organisation name	
Organisation webpage	

Career resume, experience and expertise

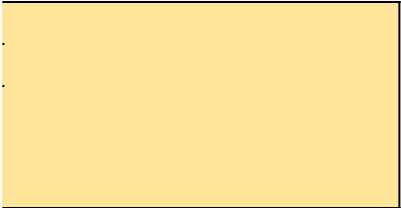
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Please write here

Why this person? Justify it.

Please write here



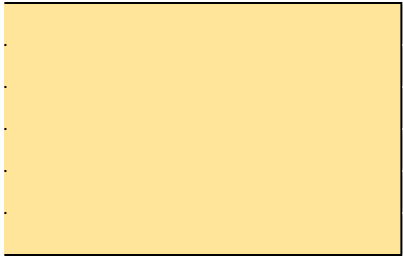




Budget (€)

VAT excluded







External Technical Assistance: Expert #3

What are the green entrepreneur needs to be covered by this expert?

Describe with your own words what are the needs to be covered by this expert and connect them with the green business plan.

Please write here

What External Technical Assistance will be provided to answer to these needs?

Please describe the task/s that will be covered by this external expert.

Task 1

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 2

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 3

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Who will provide this Assistance and why?

Please provide the following information about the expert.

Name	
E-mail	
Complete address	
Linkedin Profile	
Organisation name	
Organisation webpage	

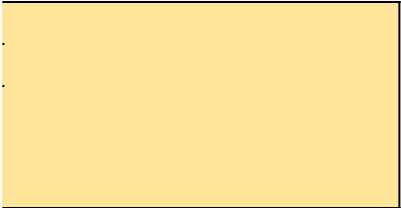
Career resume, experience and expertise

Please write here

Why this person? Justify it.

Please write here



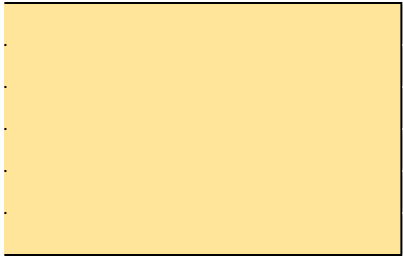




Budget (€)

VAT excluded







External Technical Assistance: Expert #4

What are the green entrepreneur needs to be covered by this expert?

Describe with your own words what are the needs to be covered by this expert and connect them with the green business plan.

Please write here

What External Technical Assistance will be provided to answer to these needs?

Please describe the task/s that will be covered by this external expert.

Task 1

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 2

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 3

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Who will provide this Assistance and why?

Please provide the following information about the expert.

Name	
E-mail	
Complete address	
Linkedin Profile	
Organisation name	
Organisation webpage	

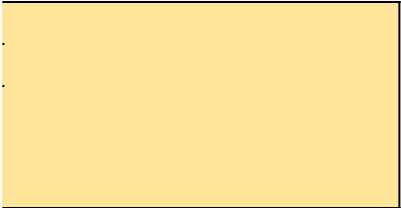
Career resume, experience and expertise

Please write here

Why this person? Justify it.

Please write here



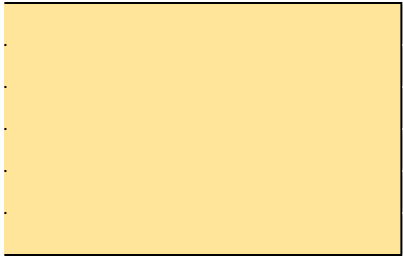




Budget (€)

VAT excluded







External Technical Assistance: Expert #5

What are the green entrepreneur needs to be covered by this expert?

Describe with your own words what are the needs to be covered by this expert and connect them with the green business plan.

Please write here

What External Technical Assistance will be provided to answer to these needs?

Please describe the task/s that will be covered by this external expert.

Task 1

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 2

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Task 3

Please write here

Format of the support	<i>Please select from drop-down list</i>	
One-to-one meetings duration (h)	<i>hours</i>	
Back office time (h)	<i>hours</i>	
When it is expected to implement	<i>start in week ...</i>	<i>end in week...</i>
Additional observations?	<i>Please write here</i>	

Who will provide this Assistance and why?

Please provide the following information about the expert.

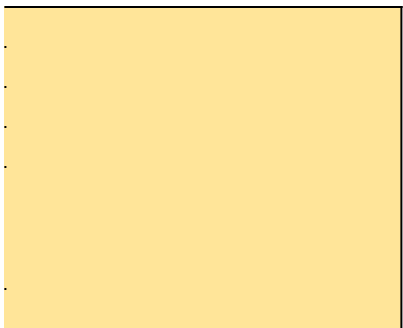
Name	
E-mail	
Complete address	
Linkedin Profile	
Organisation name	
Organisation webpage	

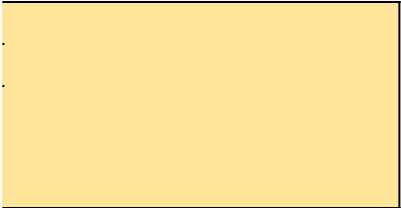
Career resume, experience and expertise

Please write here

Why this person? Justify it.

Please write here







Budget (€)

VAT excluded



