INNOVATION PROJECT WORK PLAN

TITLE OF PROJECT:

WORK PLAN PROPOSED BY (names)

INNOVATION PROJECT WORK PLAN: OVERVIEW

PROJECT DESCRIPTION (Maximum 3000 words).

Provide a concise description to give an understanding of what will be done in this project, who will do it, how long it will take, and if the proposed project is coordinated with other projects, programs or decisions. Use NABC approach.

Needs Approach Benefit Competitors/Alternatives

OBJECTIVES (max 2 pages)

1) What **problem or need** is addressed by this innovation project?

2) What has been attempted in the past to address this problem or need, and what are the barriers?

3) How does the proposed project build upon previous research? Provide a brief and concise summary of the results of the literature search as it relates to the proposal. (Evaluate previous research conducted nationally and in other countries).

4) What are products/services/processes that will be developed as a result of this project to help end-users/beneficiaries?

INNOVATION PROJECT WORK PLAN: PROJECT DESIGN AND WORK PLAN PROJECT METHODOLOGY (Maximum 3000 words) Explain what kind of methodology will be used to implement this innovation project. Define critical success factors and milestones which will help to monitor the progress of the project. Milestones are tools to mark specific points along a project timeline. They are important moments during the project to monitor the progress. WORK PLAN In chronological order, list and number the major tasks necessary to complete the project, including the elements listed below. Description: For each task, describe the work that will be included the task (the scope of work for the task). Identify why the task is necessary to achieve the project scope or objective. Responsibility: For each task, identify who is responsible for performing the work. Work may be performed by consultants, contractors, university researchers or others. More than one party may be responsible for a task if the roles are clearly identified. Duration: For each task, indicate the amount of time needed to complete the task, in terms of the number of months. Performance indicators: For each tasks please define key performance indicators Deliverables: For each task, list all deliverables that will result from the work on the task, such as reports, test results, maps, software, etc. The minimum deliverable for any task is a 1-2 paragraph write-up describing the outcome of the task.

- TASK 1: (add text here)
- TASK 2: (add text here)

LEVEL OF INNOVATION

Please explain what kind of innovation will be developed in your project? (Maximum 2000 words). Please use Oslo manual for reference.

Organisation level

National level

International level

SCHEDULE RISKS Provide a brief discussion of schedule risks and uncertainties. (Maximum 2000 words).