# RD&I Project Plan

|  |  |
| --- | --- |
| Company Name: |  |
| Project Title: |  |
| Contact Name & Email: |  |
| Date: |  |
|  |  |

The purpose of this document is to provide a detailed plan for the proposed project. The goal is to have a plan that could be used throughout the project. It should not repeat anything already covered in the Application Form. It should ideally be written by the project leader and will be used as a basis for the technical assessment of the project.

# **1 Project ObjectivE**

Describe the purpose of the project. Introduce the problem to be solved, briefly describe the current situation. Once the project is approved this cannot be changed. All activities undertaken as part of the project must contribute to this objective

# **2 Proposed Solution**

Describe in detail the solution you propose to implement. This is your current thinking of how the objective can be met but may vary as your project progresses. Please include diagrams if possible:

# **3 Innovations**

List any innovative aspects of this project that will help differentiate you from competitors:

# **4 Technical Uncertainties & Risks**

To qualify as RD&I there must be technical uncertainties and risks that need to be resolved usually by test and measurement or trial and error. List here the technical uncertainties you plan to resolve.

# **5 Project Activities / Plan**

Detail the activities and deliverables associated with the project; Start with a list of the high-level activities planned. For each activity include a clear description of the activity, a list of the expected deliverables and an estimate of the resources required (in days or months as applicable). About 10-20 activities is usually appropriate. The following table may be useful but an alternative format is acceptable:

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description | Deliverable(s) expected | ‘Resources required (person days)’ |
|  |  |  |  |
| Development of feature X | This will involve … and … After that …  | Feature X ready for customer trials  | ‘30 days engineering time plus 10 days software …’ |
| Implement Module Y |  |  |  |
|  |  |  |  |

Note: Applicants may wish to insert a Gantt chart into this section to help illustrate the plan but that should not replace a detailed description of the activities to be carried out

# **6 Project Team**

Describe the project team to be directly involved in the project (including type and levels of experience):

Do you plan to use external consultants and what is their expected role?

If there are team members yet to be identified, explain the competences sought, the strategy to find them and the expected timeframe to have them in place?

Where will the project team be located for the implementation of the project?

What are the skill/capability gaps in the team and what is the strategy to build capability?