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Australia's Economic Accelerator

Innovate Project Management Plan Template

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Contents

Purpose of Project Management Plan

The Project Management Plan is designed to provide a simple summary of the key elements of the project including milestones, budgets, progress reporting and risk management.

The Project Management Plan, at a minimum, must include:

(a)   Statement of the scope of the project providing a clear expression of the objective of the project, and how its success could be demonstrated.

(b)   Clear implementation timetable (activity schedule) including tangible milestones which correspond to decision or review points (project end point milestones within the project as a whole) on the commercial-readiness pathway for the project. For example, 'achieve system/process prototype verification in an operational environment'.

(c)   Detailed budget covering all project costs including costs associated with establishing and protecting intellectual property. The budget must identify, where appropriate, industry and university co-investment and other resources committed to the project.

(d)   The roles and responsibilities of each participating organisation, details of arrangements and a list of all key management and technical staff, including their relevant experience. Details of any contractors that you have, will or intend to engage as part of the project.

(e)   Clear expression of the project starting point. For example, "we have shown that this technology is likely to work in principle, by demonstrating …". The starting point must be at a Technology Readiness Level (TRL) of 5 to 7.

(f)   Clear expression of the anticipated end-state of your project (for example, adoption and uptake by industry; or creation of a start-up entity to market the outcome). The anticipated end-state should be at a higher TRL than the project starting point.

(g)   A risk management plan identifying known risks and uncertainties, and how they will be managed (including key personnel and technical issues that the project must address and resolve during the course of the project).

This template is provided by the Department of Education as an aid to applicants to ensure all relevant details are included. Applicants are strongly encouraged, but not required, to use this template. Applicants using their own template must ensure that all of the elements listed above are included in their Project Management Plan; failure to include these may result in applications being deemed ineligible for funding.

Some information in the Project Management Plan may duplicate questions asked in the RMS Application Form. In these instances, you may simply copy your response from the application form into this template.

1.   Project aim

This is statement of why the project is being undertaken. It is broad, high level and explains what you want to achieve throughout this project in plain English. This should articulate the starting and finishing TRL identified within your grant application. It should be between 1-2 sentences in length and align with the strategic direction of the organisation.

Project Aim	*Please provide your answer in A8 of the application form.*

2.   Project objective(s)

The project objectives are how your project will be measured. State 4-5 objective(s) which will stem from implementation of the project.

Project objective(s) should be SMART:

- **Specific:** *identify the specific result to be realised, i.e. the problem, who it is to be achieved with and where.*
- **Measurable**: *define a method to monitor and measure progress in meeting the objective.*
- **Attainable:** *ensure the objective is achievable within timeframe and resources (i.e. realistic).*
- **Relevant:** *ensure the objective is the right one to achieve your goal.*
- **Timely:** *be certain to establish the time frame in which the objective is expected to be met.*

Project Objective(s)	*Please provide your answer in A7 of the application form.*

3.   Scope and implementation of the project

A clear and concise definition of scope is the key to the success of your project. Its purpose is to aid in establishing realistic work plans, budgets, schedules and expectations. The scope will be determined by the objectives. State specifically what will be included in your project implementation and what will not be included.

Scope and Implementation statement	

4.   Project participants

Please provide your answer in A3 of the application form.

5.   Partner Organisation(s)

Please provide your answer from A2 of the application form.

6.   Project budget and Schedule of payments

Please provide your answer from C1 of the application form.

7.   Milestones and Outcomes

A milestone is a point in the project where a group of tasks or activities have been undertaken to reach this point. Tangible products generated as part of the project are deliverables. Include in this section a list of the deliverables and their contents (if appropriate) to be produced during the project. Use this table to list specific deliverables agreed upon by the Lead Entrepreneur.

Add rows as necessary.

	Milestone / project phase	Outcomes	Start date	End date	Measure of success
1		*\<enter Milestone/Objective information>*	DD/MM/YY	DD/MM/YY	\<Basis for determining that milestone has been achieved>
2					
3	Add rows as necessary				

8.   Reporting

List all reports, descriptions and due dates – these should align with major project milestones.

Add rows as necessary.

Deliverable	*Description*	*Due date*
Progress report	*[please specify]*	*[please specify]*
Final report	*[please specify]*	*[please specify]*
Evaluation report	*[please specify]*	*12 months from end of project*

9.   Project evaluation

Complete the following table for each outcome or result against which the measures of success will be reported in Progress and Final Reports.

For the purposes of AEA Innovate, measures of success can include:
- Improving the TRL of the project

- Increased industry engagement through collaboration, investment, product development
- Securing IP, Licensing or Patent agreements for the research
- Improved capability and understanding of the commercial opportunities relevant to your field of research
- Enhanced researcher/academic preparedness to explore research projects with identifiable commercial outcomes
- A spinout/startup business to bring the technology to market.

Outcome/result	Measure of success
Enter proposed outcome/result as described in the application	*Enter measure of success*
Enter proposed outcome/result as described in the application	*Enter measure of success*
Add rows as necessary	

10. Risk management plan

Each project has risks as it occurs in a specific environment impacting on its activities and outcomes. State here the top 3 assumptions, constraints and external dependencies that will / may impact on the project, and how they will be managed.

Assumptions	Describe any assumptions made about the project in relation to resources, scope, expectations, schedules, etc. Assumptions should be specific and measurable. These assumptions are what the Lead Entrepreneur / team expects to have or be made available without anyone specifically stating so (resources, access to staff and information, etc.). **Mitigation:**
Constraints	Describe the principal constraints and limitations under which the project must be conducted. Constraints will relate to the project environment or parameters (timeframes and deadlines, funding, knowledge/skill level of the project team, resource availability, etc.). **Mitigation:**
Technical	Capacity for process design, engineering, installation and commissioning at scale. **Mitigation:**
Business and External dependencies	Dependencies are defined as *actions, deliverables or pre-conditions that are outside the immediate scope of the project or the Lead Entrepreneur's span of control and that impact / determine the project's successful completion.* They are not to be confused with the normal activities and logical relationships that exist between different project activities. **Mitigation:**

11. Certification

By submitting this Project Management Plan, you are certifying that:

- an authorised person from the Lead Organisation (This can be the Lead Entrepreneur or Research translation team) has completed the Project Management Plan
- the information in this report is accurate, complete, and not misleading
- you have complied with the relevant grant opportunity guidelines, as well as all funding conditions and relevant legislation applicable to the delivery of the Research Activity, as described in the Grant Guidelines and Conditions of Grant
- you are aware that if you breach a condition imposed on the grant, the Minister may reduce the grant amount, or require repayment of grant funds already paid, in accordance with Part 2-5 of the *Higher Education Support Act 2003.*