# KTP Project Work Plan

This Work Plan complements your application and allows Assessors to understand the project delivery activity to be undertaken by the Associate that will build the momentum towards project success and will be used by the Associate to deliver the project as well as by the Monitoring Officer to monitor the progress of the project.

The Work Plan is to be completed by Knowledge Base and Business Partner supervisors, collaboratively, as this will better align knowledge transfer expectations, overall project delivery, and anticipated outcomes for the project stages. It is important that your Work Plan delivers the knowledge gaps and outcomes of all partners (Business Partner, Knowledge Base and Associate) described in your application. The Work Plan should show where knowledge transfer is being delivered by the Knowledge Base and how knowledge transfer is being delivered to and exploited by the Business Partner and wider stakeholders.

For live projects, your Work Plan may require flexibility to change. This is welcomed and should be led by the Associate in collaboration with their supervisors and requires approval by LMC members.

**Project Length**

Once the workplan is complete, calculate the total effort (in months) of all the Activities and Stages, and enter it in the box below. This must match the length of the project declared on the application from.

|  |  |
| --- | --- |
| **Total effort (months) in Work Plan** |  |

**Number of associates**

If you are proposing a 2 Associates application, you must complete a work plan for each associate.

|  |  |
| --- | --- |
| **Associate number** |  |

**Please ensure that the application number is on every page.**

**Upon completion, the Workplan (including the Risk Register) it should be uploaded as part of the application.**

**Guidance For Completion of Work Plan:**

Set out your plan of work in with Standard Activities and Stages. Each Stage will have a number of Steps:

**Standard Activity Table:** Add appropriate time effort in table below; induction, T&D, holidays

**Stages**

* Typically, a 24-month project has 6 stages
* Name each stage and write a **concise** stage description (max 400 characters) to describe the key activity that builds towards delivery of the entire project
* The stages will normally progress through the following:
	+ project exploration
	+ developing testing and implementation of solutions
	+ evaluation of benefits
	+ post project planning

**Steps**

* Break each Stage into Steps, such as 1.1, 1.2, 1.3. Use as many Steps as required
* Each Step should require up to 1 month of effort.  (Combine short tasks, break down long tasks)
* For each Step:
	+ describe what the Associate will do and how they will do it
	+ highlight what innovative new knowledge will be transferred by the academics
	+ describe how new knowledge will be embedded into the business
* In the Outputs column, describe key outputs, milestones (M1, M2 etc) and key decision points
* There should be more detail in the steps for the first 6 months of the work plan and this can be recorded in 0.5 effort months. After 6 months use 1.0 effort months per step
* Highlight any activity planned to occur at the Knowledge Base
* Include and highlight opportunities for the Associate to gain commercial exposure
* Include Final Reporting and the development of a case study as an expected final stage of the workplan

**Steps that must be included in Stage 1**

* A Mini-Project: Associate to complete a 1-2 week duration mini-project which is of direct benefit to the Business and should be reported at LMC 1 or LMC 2
* A project and team effectiveness review to be reported at LMC 1 and updated at LMC 2
* The Associate to further develop the Risk Assessment for the entire project based on the workplan outlined below.
* The Associate should further develop the Project Plan. This typically willinclude a Gantt chart for the entire project including a detailed Step list for each of the project Stages defined below

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard Activity** | **Description of activity**  | **Effort****(months)** | **Outputs and key decision points** |
| **1** | Knowledge Base and Business Partner induction |  | KB and business induction completed |
| **2** | Training and development. This is calculated as 10% of the total project time. Include time for:* KTP residential modules 1 and 2
* KTP Associates conference
 |  | Personal development plan created, and implementation agreed with local management committee |
| **3** | Associate’s holidays  |  | Annual leave booked and approved |
| **4** | Mini project |  | 1-2 week duration which is of direct benefit to the business |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

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| --- |
| **Stage 1: add a name or title** (Max. 200 words) Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

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| --- |
| **Stage 2: add a name or title** (Max. 200 words)Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

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| --- |
| **Stage 3: add a name or title** (Max. 200 words)Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |
| 3.4 |  |  |  |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

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| **Stage 4: add a name or title** (Max. 200 words)Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |
| 4.1 |  |  |  |
| 4.2 |  |  |  |
| 4.3 |  |  |  |
| 4.4 |  |  |  |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

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| **Stage 5: add a name or title** (Max. 200 words)Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |
| 5.1 |  |  |  |
| 5.2 |  |  |  |
| 5.3 |  |  |  |
| 5.4 |  |  |  |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage 6: add a name or title** (Max. 200 words)Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |  |  |  |  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |  |  |  |  |
| 6.1 |  |  |  |  |  |  |  |
| 6.2 |  |  |  |  |  |  |  |
| 6.3 |  |  |  |  |  |  |  |
| 6.4 |  |  |  |  | **Total effort in this Stage** |  |  |
|  | **Total effort in this Stage** |  |  |  | **Cumulative effort** |  |  |
|  | **Cumulative effort** |  |  |  |  |  |  |

Use the table below to add additional stages as required

|  |
| --- |
| **Stage X: add a name or title** ((Max. 200 words)Describe the stage in detail, what does this stage aim to achieve and its relevance to the project  |
| **Steps**  | **Description of Step** | **Effort (m)** | **Outputs and key decision points** |
| X.1 |  |  |  |
| X.2 |  |  |  |
| X.3 |  |  |  |
| X.4 |  |  |  |
|  | **Total effort in this Stage** |  |  |
|  | **Cumulative effort** |  |  |

**Time Plan**

Use Time Plan Table below. We have entered the tasks from the project tasks table. Please use the empty rows to add each of the project stages.

For each stage show the duration, milestones (M1, M2 etc) to match the ones you’ve used in the project stages table

|  |  |
| --- | --- |
| **Project task and stage**  | **Project months** |
| 0 to 3 | 3 to 6 | 6 to 9 | 9 to 12 | 12 to 15 | 15 to 18 | 18 to 21 | 21 to 24 | 24 to 27 | 27 to 30 | 30 to 33 | 33 to 36 | 36 to 39 |
| 1.1: Knowledge Base and Business Partner induction |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2: Training and development, calculated as 10% of the total project time. We have already added KTP residential modules 1 and 2  | 0.25 | 0.25 |  |  |  |  |  |  |  |  |  |  |  |
| 1.3: Associate’s holidays |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4: Mini project | 0.5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5: Other embedding and engagement activities across the partnership |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.6: Development of risk assessment and refining workplan |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stage 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Risk Statement & Register

**Guidance**

In this section outline the potential risks to the project succeeding and the actions which you can take to mitigate them. There are many risks that may occur during the execution that may affect the successful delivery of a KTP. Some of these are common to most KTP’s such as the timely appointment of a KTP Associate, but the aim here is to identify only the most significant six risks that may impede the partnership from delivering the required outcome. These top six risks, with their impact on the partnership, the likelihood of them occurring and proposed mitigation should be documented in tabular in Risk Register. The Risk Register will be regularly reviewed and updated as required during the execution of the KTP and also presented at the LMC meetings.

* **Risk Factor**

This will be a brief description that identifies the risk factor. These should be the greatest 6 risks to project success. Please avoid common risks like associate recruitment.

* **Impact on the outputs**

What the consequential impact is, should the risk occur to the delivery of the KTP.

* **Likelihood**

This is the estimated likelihood or probability that the risk will occur at some point during the duration of the KTP and then become a KTP impacting issue. This will be purely qualitative and described as High coloured red, Medium coloured amber, or Low coloured green

* **Scope Mitigation**

This will be a brief description of what actions will be taken to address the risk

Please use the template provided below to create the initial Risk Register, replacing the example risks with your own:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Factor** | **Impact on Outputs** | **Likelihood**  | **Scope for Mitigation**  |
| **Example 1:** Security of Intellectual property and other sensitive data may be compromised by Cyber activity | The project could be compromised as the market share will be eroded by competition | High | Use of secure servers to store data with regular back-ups. IP sensitive Algorithms developed on private repositories. |
| **Example 2**: There is some uncertainty about the exact user requirements | By not having defined requirements the project scope can be compromised relating in late delivery. | Medium | A user group workshop has been planned in the early stages of the KTP and will be used to capture, define and fix the requirements |
| **Example 3**: Access to key Capital Equipment. The KTP requires periodic access to some specialist equipment at the KB’s location. | Without access and use of xxx equipment the project will not be able to complete | Low | KTP specific access has been booked, allocated and confirmed on the equipment at the KB |
|  |  | High |  |
|  |  | High |  |
|  |  | High |  |

* As scheduled in Project Stage 1, the Associate should further develop the Risk Register using either the format as detailed in the KTP training modules or one which is standard use in the business.