**UK-Sweden Call for Proposals for Joint R&D Projects in Aerospace 2020**

INTeGRATED project DELIVERY plan & MILESTONE REGISTER

PROJECT TITLE:

INNOVATE UK APPLICATION / PROJECT REFERENCE:

VINNOVA APPLICATION / PROJECT REFERENCE:

Date: Version:

Responsible Author:

# Circulation:

# Aerospace Technology Institute

Innovair

# Monitoring Officer – Innovate UK (successful applications only)

All Project Partners

**Work Package Description** (Repeat for each Work Package)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Package** *n***: Title** | | | | | | |
| Start date : Anticipated total man-days:  End date :  Work Package Leader: | | | | | | |
| **Work Package Objectives:** | | | | | | |
| **Description of work**   * - - - | | | | | | |
| **Equipment and Facilities** | | | | | | |
| **Summary of Deliverables :** Detail the planned external (E) and internal (I) deliverables | | | | | | |
| Del.  Ref | Title | External /  Internal (E/I) | Responsibility | Due Date | | Comments / Notes |
| D1 |  |  |  |  | |  |
| D2 |  |  |  |  | |  |
| D3 |  |  |  |  | |  |
| etc |  |  |  |  | |  |
| **Dependencies** | | | | | | |
| Items which must be available for this Work Package | | | | | Responsibility | |
|  | | | | |  | |
| Work Packages dependent on this Work Package | | | | | Responsibility | |
|  | | | | |  | |

**Work Breakdown Structure (WBS)**

Supply a Work Breakdown Structure (WBS) describing the work to be executed by the project team to accomplish the project objectives and create the required deliverables (this could be a Microsoft PowerPoint or Visio file, pasted image or PDF).

**Schedule**

Supply a Project Gantt chart showing each Work Package, their relationships and hence the project’s critical path (this could be a Microsoft Project file, pasted image or PDF).

**Summary of Milestones**

Detail the planned Milestones (add extra rows as necessary)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ref | Title | Work Package | Responsibility | Due Date | Cost to milestone (£) | Notes |
| M1 |  |  |  |  |  |  |
| M2 |  |  |  |  |  |  |
| M3 |  |  |  |  |  |  |
| M4 |  |  |  |  |  |  |
| M5 |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |

**Intellectual Property (IP) Register**

Supply a list of the IP that will be shared with the consortium partners during the project to accomplish the project objectives and create the required deliverables. This should include details of:

* Background IP: Pre-existing intellectual property that a partner brings to a research project
* Foreground IP: intellectual property that a partner anticipates being generated in the research project

|  |  |  |  |
| --- | --- | --- | --- |
| IP Owner | IP Description | Barckground / Foreground | Partners to be granted access / use |
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**Risk Register**

Using the table below:

* Describe the risks that may jeopardise project progress.
* Detail the likelihood of risk occurring without mitigation actions as Low/Med/High.
* Detail the impact on Time/Cost/Technical/Contractual/Resource **if** risk occurs as Low/Med/High
* Describe mitigation actions put into place to avoid risk
* Add rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Package | Risk | Likelihood  (L/M/H) | Impact  (L/M/H) | Mitigation |
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