		WBCInno implementation period	Period after project end

Timeline columns (March 2014 → October 2016): March 2014, April 2014, May 2014, June 2014, July 2014, August 2014, September 2014, October 2014, November 2014, December 2014, January 2015, February 2015, March 2015, April 2015, May 2015, June 2015, July 2015, August 2015, September 2015, October 2015, November 2015, December 2015, January 2016, February 2016, March 2016, April 2016, May 2016, June 2016, July 2016, August 2016, September 2016, October 2016

#	Action	Priority	Scheduled period (highlighted cells)
	1. Monitoring of efficiency of KTT modes and activities of KTT units through Key Performance Indicators (KPIs)		
1.1	Develop a formal proposal for KTT KPIs for the University and facilitate the acceptance of this by the Rectorate.	A B C	High priority — March 2014 to August 2014
1.2	Develop a proposal for KTT KPIs for the faculties which are commensurate with the University KPIs above, seeking input from professors and researchers. Facilitate formal acceptance of this by each Faculty Management.	A B C	Medium priority — September 2014 to February 2015
1.3	From the agreed Faculty KPIs, develop and propose KTT KPIs for research groups and individuals.	A B C	Low priority — March 2015 to April 2015
1.4	Ensure that KPI records are collected in a non-intrusive way (possibly via the UIP collaborative software platform) and are aggregated automatically to enable faculty and university performance to be reported readily on a regular basis.	A B C	Low priority — May 2015 to August 2015; Implementation — September 2015 to October 2016
	2. Capacity Building Programme for University staff/researchers/students and Bis/STPs staff		
2.1	Complete a review of Professors, Researchers (and Msc/PhD students) and those engaged in the KTT modes to develop an understanding of any training and events which would support them in developing and growing their KTT activities.	A B C	High priority — March 2014 to May 2014
2.2	Analyse the findings of the review and develop a programme of events to satisfy circa 80% of the demand, utilizing relevant experts including those from other WBC universities and Europe as appropriate.	A B C	High priority — March 2014 to June 2014
2.3	Deliver the developed programme of events, probably over a two year cycle, ensuring that they are available to other universities and residents of BIs and STPs, effectively enabling a package of Life Long Learning.	A B C	WBCInno Trainings Act3.3 and Act3.4; Medium priority — April 2015, August 2015; Implementation — November 2015, February 2016, June 2016, October 2016
	3. Establishment and development of KTT unit		
3.1	Carry out a review of Professors and Researchers, including the full range from 'very KTT active' to 'not yet KTT active', as well as those involved in fledgling and established BIs and STPs, to develop an understanding and priority list of the support mechanisms which would be most valuable to them in developing and supporting their KTT portfolio.	A B C	High priority — March 2014 to July 2014
3.2	Based on the above findings, develop a detailed 'requirements specification' for KTT units specific to the University, complete with estimated resource requirements and costing. Priorities might include: • IPR support, • financial record keeping, • internship management, • company/university network management (from an administrative perspective, not through taking over personal contacts), • managing a mentor/mentee network incorporating established KTT performers and those who are less experienced, • bid writing/editing, • promotion of university capabilities, • scanning for and intelligent filtering and routing of funding opportunities.	A B C	High priority — March 2014 to July 2014
3.3	Develop a proposal for the establishment of the KTT unit and facilitate university approval.	A B C	
3.4	Establish the KTT unit.	A B C	
3.5	Put in place a mechanism for regular or ongoing review of the effectiveness of the KTT unit including monitoring of KPIs and feedback from users regarding the usefulness of the services offered.	A B C	Low priority — March 2015 to August 2015; Implementation — September 2015 to October 2016
3.6	Carry	A B C	Low priority — December 2015; Implementation — December 2015
	4. UIP Collaborative software platform		
4.1	Carry out a review of Professors, Researchers and those involved in fledgling and established BIs and STPs to develop an understanding of their expectations and desires of a UIP collaborative software platform, including aspects such as: • graphical user interfaces (GUIs), • level of data required, • access restrictions and requirements and • level of constraint which any platform might impose.	A B C	High priority — March 2014 to June 2014
4.2	Ensure that the outcomes of the above (4(a)) are fed into the design, implementation and upgrade of the UIP collaborative software platform.	A B C	Medium priority — March 2015 to April 2015
4.3	Report on innovation metrics, monitoring and ongoing support to innovation community	A B C	Low priority — September 2014 to October 2015; Implementation — November 2015 to October 2016
	5. Motiv...		
5.1	Carry out a review of University Professors and Researchers, including the full range from 'very KTT active' to 'not yet KTT active', to develop an understanding of the aspects which most motivate them to carry out KTT activities, including those aspects which are currently absent but would motivate them if they were present.	A B C	Medium priority — September 2014 to February 2015
5.2	Analyse the findings of 5(a) and develop a proposal for enabling improved motivation factors for those who partake in KTT activities.	A B C	Medium priority — March 2015 to August 2015

#	Description	A	B	C
5.3	Lobby appropriate bodies including Faculty Management, the Rectorate and appropriate regional bodies to enable those key motivators which are currently absent to be enabled.	A	B	C

6. Mapping, defining priority research areas and promotion

#	Description	A	B	C
6.1	Where not already in existence (for non-consortium universities) establish a Catalogue on research and innovation potential of the university.	A	B	C
6.2	Review the proposals regarding priority areas for research in light of the established Catalogue and develop a proposal for the next five years which will give a timeline and targets for research group and individual performance. This should include active KTT staff as well as those who have yet to develop a portfolio.	A	B	C
6.3	Facilitate agreement with staff and University/Faculty/Department Management regarding the plan of 6.2, modifying as appropriate and achieving buy-in of all involved, noting the close linkage with the other items in the action plan.	A	B	C
6.4	Implement the agreed prioritization plan, complete with appropriate financial, managerial and administrative support.	A	B	C
6.5	Establish and implement and annual university wide 'show and tell' event, open to local businesses and the public as well as university staff, to enable the wider community to gain an understanding of the Research and KTT work of the university.	A	B	C

7. Development and implementation of clear University KTT policy

#	Description	A	B	C
7.1	Develop a university level mission statement regarding the support and promotion of entrepreneurship and spin-off creation.	A	B	C
7.2	Develop and implement a clear university KTT policy based on appropriate legislation.	A	B	C
7.3	Develop a policy for spin-off creation, normalizing the relation between the university and the spin-off (such as the universities participation in potential benefits, liability etc.), and all involved actors.	A	B	C
7.4	Develop and agree a university wide IP ownership and beneficiary policy.	A	B	C

8. Development of cooperation between University and enterprises

#	Description	A	B	C
8.1	Business Support Office as single point-of-access will initiate and maintain collaboration of University with enterprises	A	B	C
8.2	Involvement of students through practical placement programme and realization of seminar papirs, Msc and PhD thesis in collaboration with industry	A	B	C
8.3	Formalization and promotion of collaboration without adding administrative burden: - clear university policy and proper legislation - incentive system - well established collaboration procedures and contracts	A	B	C

9. Monitoring and tuning of UIP

#	Description	A	B	C
8.1	Development of monitoring system for KPIs by BSO and collecting data	A	B	C
8.2	Annual reporting for University management by BSO	A	B	C
8.3	Preparing data on UIP progress for meetings of Regional UIP Committee by BSO	A	B	C
8.4	Meetings of Regional UIP Committee with analysis of previous work and recommendations for the following period	A	B	C