

LEGEND High priority Medium priority Low priority Implementation				WBCInno implementation period																												Period after project end											
				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																																									
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																																							
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																																							
1.3	From the agreed Faculty KPIs, develop and propose KTT KPIs for research groups and individuals.	A	B	C																																							
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																																							
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																																							
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																																							
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																																				
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																																							
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																																							
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																																							
3.6	Carry out an annual report of the KTT unit and modify its support offer if required.	A	B	C																																							
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																																							
4.2	Ensure that the outcomes of the above (4,1) are fed into the design, implementation and upgrade of the UIP collaborative software platform.	A	B	C																																							
4.3	Report on innovation metrics, monitoring and ongoing support to innovation community	A	B	C																																							
5. Motivation of University staff/researchers/students to be involved in KTT activities																																											

[illegible]