LEGEND

- High priority
- Medium priority
- Low priority
- Implementation

	Action	Priority			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
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																																				

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																																		
5.2	Analyse the findings of 5,1 and develop a proposal for enabling improved motivation factors for those who partake in KTT activities.	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																																						
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 an 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																																						
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																																						
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																																						
9.1	Development of monitoring system for KPIs by BSO and collecting data	A	B	C																																		
9.2	Annual reporting for University management by BSO	A	B	C																																		
9.3	Preparing data on UIP progress for meetings of Regional UIP Committee by BSO	A	B	C																																		
9.4	Meetings of Regional UIP Committee with analysis of previous work and recommendations for the following period	A	B	C																																		Sheet1!AI51