
Form 1 Suggested format for a standard R&D Plan

Note Form 1 is not part of the Guidelines.

Part A — R&D Plan Authorisation

Strategic Perspective

Describe the strategic business objective of the company and how the R&D project(s) listed below support(s) the achievement of these objectives (eg creating a new business opportunity, or enhancing a technological competency).

Projects

No	Project Title	Start Date	Finish Date	\$ Forecast / budgeted
	TOTAL			

Approval by the company for the responsible officers to undertake the above projects

R&D Plan Approval:	 <i>[signature of person giving approval]</i>
Name of person giving approval:	
Position of person:	
Date:	/ /200

Note It is a requirement that the R&D Plan Authorisation be obtained from the company Board or an authorised officer (eg the CEO or a delegate of the Board) in advance of the company commencing the R&D.

Part B — R&D Project Plans

R&D Project Plan for Project 1

Project Title:	
Project Manager:	
Date prepared/updated:	

Background information

State:

- *the reasons for undertaking the project and a description of how the project will enhance the commercial success of the company*
- *the relationship of the project to the strategic business objectives of the company, and its relationship to other projects.*

Description of preliminary work

Describe any preliminary and planning work undertaken before the project was formally approved.

Technical objective

Provide a clear statement of the technical objective of the R&D project.

Note The technical objective should be specific, and identify the technical uncertainty and innovative concept of the project.

Identify the development or acquisition of new technologies/products/processes.

Route to commercialisation/implementation

Briefly identify significant milestones and the time lines for achieving specific outcomes including the proposed mechanism for commercialisation or implementation of R&D results.

Scope of project

Start date:

Finish date:

Proposed Program of Activities

List the major activities for the entire project. The major activities may be conveniently grouped under various R&D activity headings, (eg Feasibility Studies, Project Design/Definition, Laboratory Investigations, Initial Engineering Design, Prototype Design & Construction, Prototype Testing & Feedback R&D, etc). (The number and type of R&D project activities will vary depending on the technology concerned, the industry, and the complexity and size of the R&D project itself.)

No	Activity	Start Date	Finish Date	Milestones
1				
2				
3				
4				
5				
6				

Note If the project continues for more than one year, the activities should be updated at least annually and, where appropriate, should be reflected in Schedule 2 to the annual application form for registration.

Use of a Gantt chart would be a suitable alternative to the above table.

Resources

Forecast/budgeted project funding

Enter budgeted project funding for each income year.

Year	\$ Forecast / budget funding

Note Remember to maintain records of expenditure for substantiation purposes.

Personnel

Briefly describe the human resources allocated to the project and, where possible, list key researchers, technicians, major contractors and joint venture partners.

Plant and Facilities

Briefly describe the plant and facilities allocated to the project (specialist equipment, facilities, etc).

Form 2 Suggested format for a simplified R&D Plan

Note Form 2 is not part of the Guidelines.

Part A — R&D Plan Authorisation

Projects

No	Project Title	Start Date	Finish Date	\$ Forecast / budgeted
	TOTAL			

Approval by the company for the responsible officers to undertake the above projects

R&D Plan Approval:	 <i>[signature of person giving approval]</i>
Name of person giving approval:	
Position of person:	
Date:	/ /200

Note It is a requirement that the R&D Plan Authorisation be obtained from the company Board or an authorised officer (eg the CEO or a delegate of the Board) in advance of the company commencing the R&D.

Part B — R&D Project Plans

R&D Project Plan for Project 1

Project Title:	
Date prepared/updated:	

Background information

State:

- *the reasons for undertaking the project and a description of how the project will enhance the commercial success of the company*
- *the relationship of the project to the strategic business objectives of the company, and its relationship to other projects.*

Technical objective

Provide a clear statement of the technical objective of the R&D project.

Note The technical objective should be specific, and identify the technical uncertainty and innovative concept of the project.

Identify the development or acquisition of new technologies/products/processes.

Time line

Proposed Program of Activities

List the major activities for the entire project. The major activities may be conveniently grouped under various R&D activity headings, (eg Feasibility Studies, Project Design/Definition, Laboratory Investigations, Initial Engineering Design, Prototype Design & Construction, Prototype Testing & Feedback R&D, etc). (The number and type of R&D project activities will vary depending on the technology concerned, the industry, and the complexity and size of the R&D project itself.)

No	Activity	Start Date	Finish Date	Milestones
1				
2				
3				
4				
5				
6				

Note If the project continues for more than one year, the activities should be updated at least annually and, where appropriate, should be reflected in Schedule 2 to the annual application form for registration.

Use of a Gantt chart would be a suitable alternative to the above table.

Resources

Forecast/budgeted project funding

Enter forecast project funding for each income year.

Year	\$ Forecast / budget funding

Note Remember to maintain records of expenditure for substantiation purposes.