

mRNA Victoria Pipeline Program – Round 1

Project Plan for *<insert Project Title>*

TABLE OF CONTENTS

1.	Project Key Contact	2
2.	Expected Project Outcomes	2
3.	Project Team and Partners	2
4.	Project collaboration	3
5.	Project Management	4
5.2	Project Management Structure and Reporting	4
5.3	Project Timeline and Milestones	5
6.	Estimated Project Budget (excluding GST)	6
7.	Risk Management Plan	6
8.	Intellectual Property Management Plan	7

1. Project Key Contact

Name: _____

Role: _____

Email: _____

Phone: _____

2. Expected Project Outcomes

Briefly summarise (max 200 words) any Expected Project Outcomes including:

- *expected progression of the mRNA candidate TRL*
- *scientific and clinical outcomes*
- *jobs created*
- *papers published*
- *any other relevant outcomes.*

3. Project Team and Partners

Provide a list of project team member roles, positions and responsibilities. Use the table provided. Add rows as needed.

Project Roles	Person and Position	Organisation (If relevant for project partners)	Responsibilities

4. Project collaboration

Briefly describe (max 300 words) any collaborative arrangements in relation to the Project including:

- *identify collaborators by name, organisation, and role in the Project*
- *whether this is an existing or new collaboration*
- *the duration of the collaboration i.e. will it be completed within the Project timeline.*

5. Project Management

Briefly describe (max 500 words) the project management approach and reporting, including:

- *how often the project team will report to the project manager on progress. If collaborative partners are involved, how often will teams meet to update on progress and share information, what format will these updates take (written, email correspondence, virtual meetings, in person meetings, etc).*
- *how project risks will be monitored and managed, how will the project budget and timeline be monitored and managed?*
- *who will be responsible for fulfilling reporting requirements to Victorian Government.*

5.2 Project Management Structure and Reporting

5.3 Project Timeline and Milestones

Briefly describe the milestones and activities for this project, noting that projects must be completed within three years from time of application. Add more rows if necessary to the table below.

Milestone	Milestone title and activities	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Estimated cost (\$AUD)
1	Title: Activities: Activities undertaken by: Expected measurable outcome(s):			
2	Title: Activities: Activities undertaken by: Expected measurable outcome(s):			
3	Title: Activities: Activities undertaken by: Expected measurable outcome(s):			
4	Title: Activities: Activities undertaken by: Expected measurable outcome(s):			
5	Title: Activities: Activities undertaken by: Expected measurable outcome(s):			

6. Estimated Project Budget (excluding GST)

Note: Add more rows if necessary to the table below.

Details of Project Expenditure	Cost funded by mVP request	Cost funded by co-contribution
Regulatory and Intellectual Property fees	\$	\$
Equipment (non-capital), consumables and services required for the project	\$	\$
Equipment (capital) required for the project	\$	\$
Staffing costs that relate solely to new employees, or expansion of hours for current part-time employees	\$	\$
Other non-capital expenditure (categorise wherever possible)	\$	\$
Total Cost	\$	\$

7. Risk Management Plan

Provide a description of any anticipated project risks and mitigation strategies (include at least five project risks, add more rows as required).

Note: Common risk categories are: project requirements; benefits; schedule; budget; deliverables; scope; IP; suppliers; communication; and resourcing. You may wish to include some or all of these, dependent on your project.

Risk ID Number	Risk Category <i>Category of the risk to the project (see note above)</i>	Risk Description <i>Brief description of the risk to the project</i>	Impact <i>The effect it will have on delivery of project (e.g. high, medium, low)</i>	Likelihood <i>How likely is it to occur (e.g. high, medium, low)</i>	Mitigation Strategy <i>What actions has the organisation undertaken to limit this risk?</i>
1.					
2.					
3.					
4.					
5.					

8. Intellectual Property Management Plan

Provide detail on background IP and access, freedom to operate and any potential novel positions generated by the project (max 500 words). If not already sought/completed, please provide indicative timeframes.

Note: You may choose to use the table below to structure your response. Add more rows and columns if necessary. Delete if not applicable.

Optional Table for IP Management Plan – delete if not necessary.

<i>Relevant Project Components</i>				
	<i>Component A</i>	<i>Component B</i>	<i>Technology A</i>	<i>Technology B</i>
<i>Freedom to Operate</i>				
<i>Right to Commercialise</i>				
<i>Patent Protection</i>				
<i>Other Considerations</i>				