**[Insert Company Name]**

**Medtech Manufacturing Capability Program (MMCP)**

**Project Plan Template**

*This template should be used to complete your required Project Plan as part of your Medtech Manufacturing Capability Program (MMCP) application.*

*You will be asked to upload a Project Plan as part of the online application process. It can be submitted as a Word or PDF document* *(information provided in the project plan* ***MUST*** *match with that provided in the online application form).*

*Note: Please delete italicised guidance notes prior to submission. To update the contents menu, click on the left or right side of the contents table and press F9.*

***All applications must be accompanied by the following supporting documentation:***

* ***Project Plan*** *(this document) including:*
  + *project description*
  + *overview of the implementation timeline*
  + *evidence of sufficient internal resources to allocate to the project*
  + *any project risks and mitigation strategies*
  + *project outcomes and impact for Victoria*
  + *budget summary (detailing how grant funds and the Applicant’s contribution will be spent on eligible project expenditure, as GST exclusive)*
  + *business impact statement.*
* ***Evidence of validity of the project*** *including evidence of GAITS development stage, validation, testing, feasibility studies, and/or other work done to date.*
* ***Evidence of co-contribution*** *including:*
  + *Written confirmation of support from the Board (or business owner or chief executive officer) that the business can undertake the project and meet its co-contribution costs,* ***and***
  + *an approved loan facility,* ***or***
  + *cash at bank (current bank statement),* ***or***
  + *management accounts demonstrating satisfactory cash flow or liquid assets.*
* ***Quotations****, including scopes of services for any proposed third-party service providers and/or suppliers.*
* ***Demonstration*** *that third-party providers have the requisite skills, qualifications, and accreditations to provide authoritative advice on the topic sought.*
* ***Financial Reports*** *for the last three financial years. This should be the ‘final accounts’ with Directors’ Report and Declaration and should include:*
  + *Profit and Loss Statement*
  + *Balance Sheet*
  + *Cash Flows*
  + *Notes to the accounts*
  + *If the latest financial report is more than six months old:*
    - *up-to-date Management or Interim Accounts for the current year including: Profit and Loss Statement and Balance Sheet–in case of public listed corporations, half yearly financial report*
    - *for project-based applications, the company’s financial projections for the next three financial years, including Profit and Loss–Cash Flow.*
* ***Additional requirements for grants request greater than $200,000 (ex. GST)***
  + *Addendum to project plan including a detailed quality of investment analysis (5 pages maximum) demonstrating at least two of the following outcomes:* 
    - *job creation or retention,*
    - *export revenue growth,*
    - *increase in capacity to service existing or new markets,*
    - *other value-add for Victoria’s medtech industry*
  + *Letters of support****,*** *demonstrating market need including identification of confirmed or potential customers and/or technical expert recommendation.*

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# 1. Project

## 1.1 Project Title (up to 15 words)

## 1.2 Project Description (a brief description only – up to 150 words)

|  |  |  |
| --- | --- | --- |
| *Provide an overview of the project. Include the objectives and key activities.* | | |
| **How many full time equivalent (FTE) staff?** | The number of FTEs in your organisation at the time of this application (include direct and indirect workers). | |
| **Current maturity level (technology or device or product or manufacturing process)?** | e.g., GAITS Stage 3 is proof-of-concept, (<https://www.gaits.org/web/medtech/guidance>) | |
| **Duration of the project** | *How long will this project take to complete?* | |
| **Duration of the project – start and end dates**  **(The maximum duration of the project from start to completion is 12 months)** | *Anticipated project start date* |  |
| *Anticipated project end date* |  |

## 1.3 Budget (excluding GST)

*Provide a detailed cost breakdown for the project including all eligible project activities required for the delivery of the project (including any required scoping works, cost of any equipment to be purchased, installation costs and fit out costs).*

*This should be broken down into 12 months for all aspects of the project.*

**Note:**You will needtoconfirm with a letter that the company’s CFO or equivalent has reviewed and approved the budget and the nature of expenses.

**Note:** Successful applicants will need to complete the project activities within 12 months of the date of execution of the Grant Agreement. **Completion of the project must not extend beyond June 2023**.

*Eligible project expenditure includes the following relating to the proposed project:*

|  |  |  |
| --- | --- | --- |
| *No* | *Expenditure type* | *Example of Items or activities* |
| *1* | *Capital* | * *manufacturing machinery* * *equipment* * *tools* * *technology* |
| *2* | *Non-capitalised project related* | * *product and process improvements* * *prototyping* * *evaluation and testing of new products and processes* * *supply chain capability development* |
| *3* | *Accessing facilities, capabilities, or services* | * *biocompatibility* * *special coating* * *durability testing* |
| *4* | *Accessing specialist professional services or business diagnostics services* | * *regulatory consultants* * *manufacturing and product development firms* * *clinical research organisations* * *product launch (design and development of marketing material or go-to-market strategy, do not include events)* * *access to markets* * *commercialisation, market export and global value chain advice* * *identifying market opportunities, potential partnerships, and investment* |
| *5* | *Minor building modifications and fit-out costs* | * *cleanroom installation for medtech product manufacturing* * *modification for machinery or equipment installation* |
| *6* | *Training* | * *specific to the technology or advanced training for upskilling of staff (external costs only)* |
| *7* | *Fees/Wages* | * *specialist labour and contractors pertaining specific to this grant agreement (but do not include internal salaries)* |
| *8* | *Financial auditing of project expenditure* | * *audit requirement for grant awards over $250,000* |

*Eligible project expenditure must be:*

* *incurred by the grant recipient within 12 months of execution of the grant agreement*
* *a direct cost of the project and*
* *exclusive of the Goods and Services Tax (GST).*

*(Add or delete items/rows as necessary)*

| **No.** | **Project Expense (excl GST)**  ***Add or delete as relevant – examples only*** | **Company or Individual Being Paid** | **3 months** | **6 months** | **9 months** | **12 months** | **Total excl GST** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Capital Equipment/Expenditure (e.g., items recorded as fixed assets in the applicant’s accounts)** | | | | | | |
| 1. | Scoping works |  |  |  |  |  | $0.00 |
| 2. | Machinery / Equipment |  |  |  |  |  | $0.00 |
| 3 | Machinery/Equipment |  |  |  |  |  | $0.00 |
|  | **Sub Total excl GST** |  |  |  |  |  | $0.00 |
|  | **Other Project-Related Non-Capitalised Expenditure** | | | | | | |
| 4. | Costs related to product and process improvements |  |  |  |  |  | $0.00 |
| 5. | Costs of prototyping/ evaluation and testing of new products/processes |  |  |  |  |  | $0.00 |
| 6. | Costs related to supply chain capability development |  |  |  |  |  | $0.00 |
| 7. | External training |  |  |  |  |  | $0.00 |
| 8. | Specialist Labour and/or contractors |  |  |  |  |  | $0.00 |
| 9. | Minor building modifications and fit-out costs |  |  |  |  |  | $0.00 |
| 10. | Specify any “Other” costs |  |  |  |  |  | $0.00 |
|  | **Sub Total excl GST** |  |  |  |  |  | **$00.00** |
|  |  | | | | | | |
|  | **Total Project Expenditure excl GST** |  |  |  |  |  | **$00.00** |
|  | Has the company’s CFO or equivalent reviewed and approved the budget and the nature of expenses? Yes or No | | | | | | |

*Note: Total project expenditure* ***MUST*** *match application form and section on funding*

1.4 Target Outcomes

*Provide details of how the company will measure the success of the project, when this will occur and who is responsible for delivery. (Add or delete rows as required.)*

| **Target Outcome**  *What is to be achieved?*  ***Below are examples only*** | **Measure**  *How will the company measure this?* | **Completion Date**  *By when will this be achieved?* | **Accountability -** *Who is responsible for delivery?* |
| --- | --- | --- | --- |
| 1. *Number of new FTE to deliver this project* |  |  |  |
| 1. *Number of FTE retention to deliver this project* |  |  |  |
| 1. *Number of FTE training and up-skilling* |  |  |  |
| 1. *Increase in capacity to service existing or new markets* |  |  |  |
| 1. *Other long-term benefits in Victoria. (e.g., increasing capability for scale up manufacturing)* |  |  |  |
| ***For grant requests $200,000 and above – demonstrate at least two of the following:*** | | | |
| 1. *Number of FTE job creation or retention* |  |  |  |
| 1. *Increase in export revenue growth* |  |  |  |
| 1. *Increase capacity to service existing or new market* |  |  |  |
| 1. *Other value-add for Victoria’s medtech industry (e.g., collaboration, partnerships, new product development)* |  |  |  |

1.6 Project Funding

*Provide details of confirmed and anticipated sources of funding for the Project.*

| **Source** | **Confirmed ($)** | **Anticipated ($)** | **Total ($)** |
| --- | --- | --- | --- |
| *Applicant* | $0 | $0 | $0.00 |
| Amount requested from **Medtech Manufacturing Capability Program (MMCP)** ex GST ($) | **$0** | **$0** | **$0** |
| **Total ($)** | **$0** | **$0** | **$0** |

# 2. Project Management Plan

## Project Schedule

*(This will determine delivery of milestones in the Grant Agreement).*

NB. Recipients will be required to spend 50% of grant award and 50% of cash co-contribution in the first six months of executing the grant agreement. The Applicant contribution must match the grant value dollar for dollar using their own funds.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones** | **Description**  Brief description of a major activity stage of the project, e.g. scoping / ordering/ installation/ commissioning, etc. | **Project expenditure ($)** | **Scheduled Start Date** | **Scheduled End Date** |
| #1 |  |  | 07 Jun 2022 | 14 Jun 2022 |
| #2 |  |  | 15 Aug 2022 | 15 Sep 2022 |
| #3 |  |  | 15 Nov 2022 | 15 Dec 2022 |
| #4 |  |  | 15 Feb 2023 | 15 Mar 2023 |
| #5 |  |  | 15 May 2023 | 15 Jun 2023 |

## 

## 2.2 Business impact

*Provide details how the proposed project makes a difference, summarising what benefits can be realised*

|  |
| --- |
| **(e.g., identifying challenges or solutions in the manufacturing process that would accelerate product development cycle like transition to automation; manual to batch processing)** |
|  |

# 3. Risk Management Plan

*Include information about potential risks involved with the project.*

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

| **Risk ID Number**  *Insert risk number (eg, 1, 2, 3)* | **Risk Category**  *Category of the risk to the project (see note above)* | **Risk Description**  *Brief description of the risk to the project* | **Impact**  *The effect it will have on delivery of project (e.g. high, medium, low)* | **Likelihood**  *How likely is it to occur (e.g. high, medium, low)* | **Mitigation Strategy**  *What actions has the company undertaken to limit this risk?* |
| --- | --- | --- | --- | --- | --- |
| *1.* |  |  |  |  |  |
| *2.* |  |  |  |  |  |
| *3.* |  |  |  |  |  |
| *Add additional rows as required.* |  |  |  |  |  |