

| Name of Project  |                                 |                          |         |                      |                |       |
|--|---------------------------------|--------------------------|---------|----------------------|----------------|-------|
| Manager  |                                 |                          |         |                      |                |       |
| Inventor   |                                 |                          |         |                      |                |       |
| Solicitor  |                                 |                          |         |                      |                |       |
| Auditor  |                                 |                          |         |                      |                |       |
| Project Administrator  |                                 |                          |         |                      |                |       |
| Commencement date  | <i>Week Zero planned to be:</i> |                          |         |                      |                |       |
| Project details  |                                 |                          |         |                      |                |       |
| Description  | Nature of Enquiry               | Specification of success | By whom | By when:<br>week 0 + | What<br>cost £ | Done? |
| IPR  |                                 |                          |         |                      |                |       |
| Technology   |                                 |                          |         |                      |                |       |
| Health & Safety  |                                 |                          |         |                      |                |       |
| Regulation & Legal   |                                 |                          |         |                      |                |       |
| Design & Prototype   |                                 |                          |         |                      |                |       |
| Manufacture  |                                 |                          |         |                      |                |       |
| Market   |                                 |                          |         |                      |                |       |
| End Customer   |                                 |                          |         |                      |                |       |
| Licence or make?   |                                 |                          |         |                      |                |       |
| Distributor  |                                 |                          |         |                      |                |       |
| Human Resource   |                                 |                          |         |                      |                |       |
| Operations   |                                 |                          |         |                      |                |       |
| Resource & Facilities  |                                 |                          |         |                      |                |       |
| finance  |                                 |                          |         |                      |                |       |
| microFunding Project Admin Legal Audit Costs   |                                 |                          |         |                      | 2500.00        |       |
| Subtotal   |                                 |                          |         |                      |                |       |
| VAT @ 15%  |                                 |                          |         |                      |                |       |
| Project Total Cost is £[ ]; VAT is £[ ] and will be refunded; plus contingency round up to multiple of £2500 = |                                 |                          |         |                      |                |       |