



ERP Collaboration Plan		Ventures Alliances Phase 1	
		Version	
Academic partner		Business partner	
Instructions			
<p>This Collaboration Plan must be drafted by the venturing pair and returned to Venture Alliances in order to be eligible for Pitching in front of a board of experts. This is an opportunity for both academic and business partners to think about their goals and the best route to achieve them.</p> <p>Please follow the guidelines written in the blue sections and write your plans and contributions in the white areas. If you have doubts on how to fill up any section, do not hesitate to reach out to info@venturealliances.eu with your questions.</p> <p>This ERP Collaboration Plan is a live document that can be modified upon reviewing it with the Acceler8 team.</p>			
ERP Collaboration goals			
Type of collaboration	Please shortly describe the type of collaboration that your pair will carry out considering the discussion and outputs of the ERP First meeting.		
	[Write here]		
Main goal	Define the main goal/outcome of your collaboration.		
	[Write here]		
Specific objectives	Write down the specific objectives that you need to achieve to attain your main goal/outcome.		
	<ul style="list-style-type: none"> • • 		
Key Performance Indicators (KPIs)	<p>KPIs are quantifiable indicators of progress towards your objectives. Please establish a minimum of 3 KPIs. When defining the KPIs, please use the SMART rule to help you:</p> <ul style="list-style-type: none"> • Specific: It has to be clear what the KPI measures. There should be one widely-accepted definition of the KPI. This will make sure different users come to the same conclusions which they can act upon. • Measurable: The KPI has to be measurable to define a standard - time, cost, quantity etc. This will make it possible to measure the actual value and to make the actual value comparable to the targeted value. • Achievable: It is really important for the acceptance of KPIs and performance management within the company that this norm is achievable. Nothing is more discouraging than striving for a goal that you will never obtain. 		

	<ul style="list-style-type: none"> • Relevant: The KPI must give further insight into the performance of the company in order to achieve its strategy. If a KPI is not measuring a part of the strategy, acting on it is irrelevant. • Timely: It is important to state the value of the KPI in time. Every KPI only has meaning if you know the time frame in which it has to be achieved. 				
	[Write here]				
Collaboration practicalities					
Duration and planning of the collaboration	Estimate the expected duration of your collaboration and present the actions/steps that will happen chronologically.				
	[Write here]				
Roles and responsibilities	Once you have defined what you want to achieve and what needs to be done for you to reach your goals, it is time to decide who will be responsible for each aspect and role in your collaboration.				
	Academic partner: <ul style="list-style-type: none"> • • 				
	Business partner: <ul style="list-style-type: none"> • • 				
Tasks	Based on the collaboration objectives and KPIs, define tasks for the next 6-8 weeks and set a deadline for each task.				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Academic partner: <ul style="list-style-type: none"> • • </td> <td style="width: 30%;">Deadlines:</td> </tr> <tr> <td>Business partner: <ul style="list-style-type: none"> • • </td> <td>Deadlines:</td> </tr> </table>	Academic partner: <ul style="list-style-type: none"> • • 	Deadlines:	Business partner: <ul style="list-style-type: none"> • • 	Deadlines:
Academic partner: <ul style="list-style-type: none"> • • 	Deadlines:				
Business partner: <ul style="list-style-type: none"> • • 	Deadlines:				
Periodicity of the meetings	Agree together on how often you need to communicate for a successful collaboration. If possible, establish a set time slot to meet periodically (e.g. on Wednesdays biweekly, every Friday). Also discuss which is your preferred communication channel.				
Intellectual Property (IP) [OPTIONAL]	While it may be too soon to discuss potential IP this early in the collaboration, we offer the opportunity to discuss background IP if any of the partners thinks it is relevant to do so. Additionally, you can use this space to write down any doubts around IP issues.				
	[Write here]				

Feedback for Venture Alliances

Venture Alliances support

How can Venture Alliances support your collaboration?

[Write here]

General feedback

Do you have any other questions or comments for us?

[Write here]