

KEY TOOL

Collaborative Innovation Project Brief Agreement

PROJECT BRIEF



PROJECT NAME

Name

INSTITUTION

Institution and Challenge Owner Division

SPONSOR

Name, Function, Contact Details

CHALLENGE MANAGER(S)

Name, Function, Contact Details

CHALLENGE

What challenge do you want to solve? What is the scope of the challenge?
The Challenge should be based on a problem statement.

BACKGROUND TO THE CHALLENGE

Where does your mandate to solve the challenge stem from? What is the current solution in place? Why do you want to solve your challenge now? What strategies or plans are related to solving the challenge? Who is the end-user of the problem you want to solve?

REQUIREMENTS FOR THE POTENTIAL SOLUTION

Are there any requirements the solution absolutely needs to fulfil? Please specify the requirements, bearing in mind that too specific requirements or these that only allow one specific solution to solve the challenge.





COLLABORATION OPPORTUNITY

Where and why do you see an opportunity to innovate with Startups?

INSTITUTIONAL COOPERATION AND BUY-INS

Are there any requirements the solution absolutely needs to fulfil? Please specify the requirements, bearing in mind that too specific requirements or these that only allow one specific solution to solve the challenge.

TIMELINE AND RESOURCE ALLOCATION

Duration of the project:

Financial Contributions to Startups: amount (total and per Startup)

Financial Contribution to Program organisation: amount (for example for facilitation)

RESOURCES AND RESPONSIBILITIES OF CHALLENGE MANAGERS

Name of Challenge Manager:	Allocated time per week:	Main responsibilities:

APPROVAL

Name:			
Signature:			
Date:			
Function:			