	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-FOS-SET 05-04</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>6</b>
SECTION	PRODUCT REALIZATION	PAGE NUMBER	<b>1 of 3</b>
SUBJECT	<b>PROJECT IDENTIFICATION, FORMULATION, AND MANAGEMENT</b>	EFFECTIVITY DATE	<b>01 July 2023</b>

## 1.0 OBJECTIVE

To provide a guide on the identification of S&T intervention and project identification and assessment of actual technological needs, capability to adopt and commercialize proposed technological interventions prior to providing the customer with any S&T intervention.

## 2.0 SCOPE

This procedure covers the process in identifying appropriate S&T interventions on a specific group or industry or area up to the management of project including the risks and opportunities associated with the process.

## 3.0 ACCESS

*This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.*

## 4.0 DEFINITION OF TERMS

### Technology Transfer

- refers to the process of transferring information, knowledge and skills that lead to adoption, utilization and commercialization of technological innovations.

### Situational Analysis

- is an in-depth process to develop understanding of the needs of specific audiences in a specific setting. It involves a combination of data gathering techniques conducted from a variety of perspectives (social, economic, environmental, political, etc.).

**Industry Dialogue or Focus Group Discussion** – is the process by which a specific group or industry is consulted on a particular concern or subject matter.

**Technology Needs Assessment (TNA)** – an instrument used to identify the technology-related strengths and weaknesses of the enterprise; identify technological gaps and the appropriate interventions for the enterprise; and identify other forms of assistance that may be provided for enterprise development and management.

### RDIs

- Research and Development Institutes

### PSTD

- Provincial Science and Technology Director

### CSTD



- City Science and Technology Director


### ARD

- Assistant Regional Director

### FOS

- Field Operations Services

Prepared by:  ARD, Field Operations Services	Approved by:  Quality Management Representative
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## 5.0 RECORDS

- Accomplished *Customer's* Profile Form
- Assessment Report
- Project Proposal

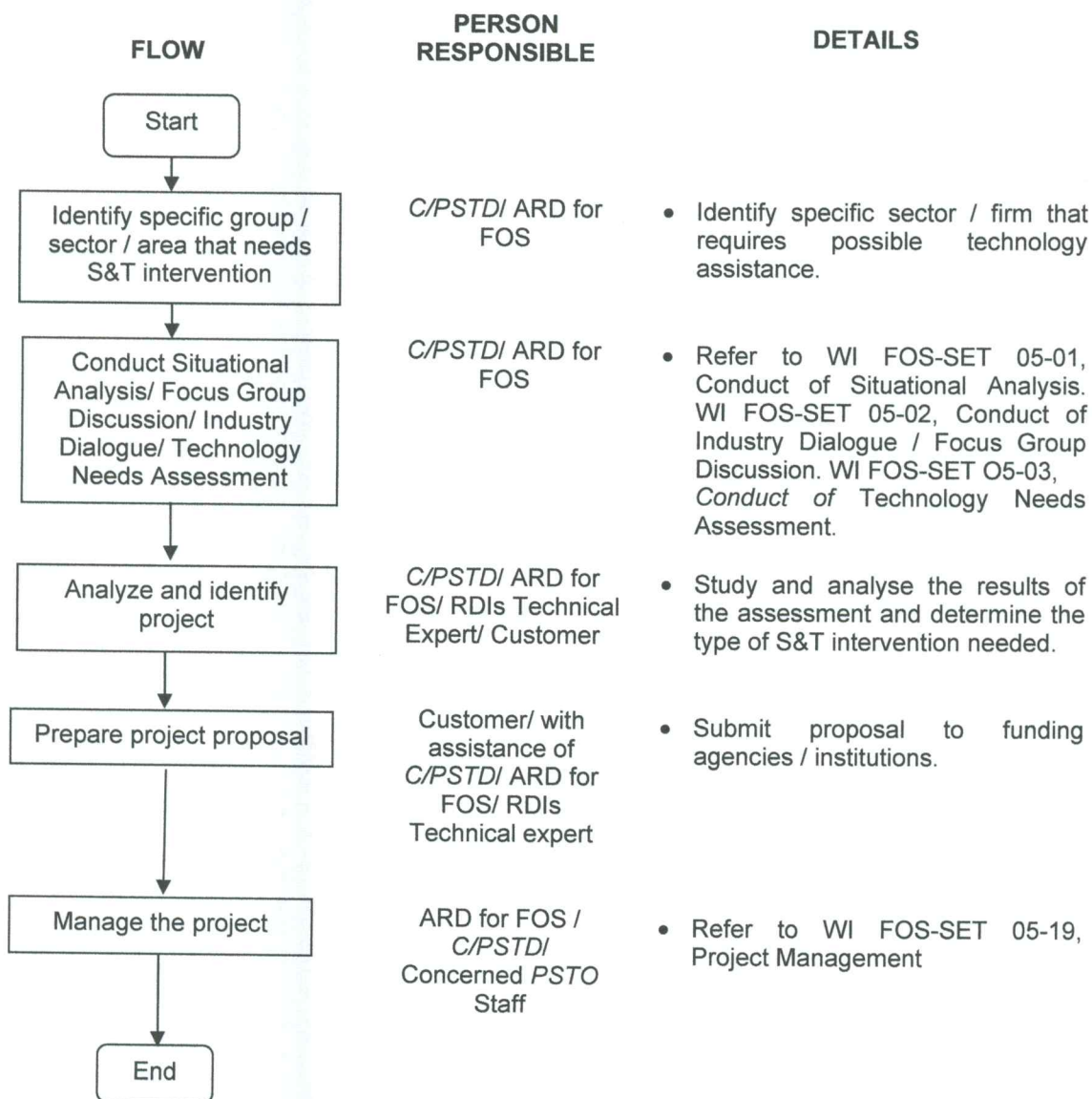
## 6.0 REFERENCES



- WI FOS-SET 05-01, Conduct of Situational Analysis
- WI FOS-SET 05-02, Conduct of Industry Dialogue / Focus Group Discussion
- WI FOS-SET 05-03, Technology Needs Assessment
- WI FOS-SET 05-19, Project Management

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## 6.0 PROCEDURE



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