	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX
W	PROCEDURES MANUAL
SECTION	PRODUCT REALIZATION

DOCUMENT CODE **PM-FOS-SET 05-04 REVISION NUMBER** PAGE NUMBER 1 of 3 EFFECTIVITY DATE | 01 July 2023

SUBJECT

PROJECT IDENTIFICATION, FORMULATION, AND MANAGEMENT

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

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FOS-SET 05-04		
	PROCEDURES MANUAL	REVISION NUMBER	6		
44		PAGE NUMBER	2 of 3		
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023		
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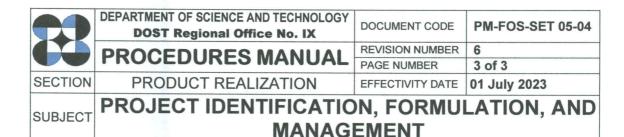
5.0 RECORDS

- 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

PERSON DETAILS FLOW RESPONSIBLE Start C/PSTD/ ARD for Identify specific group / · Identify specific sector / firm that FOS sector / area that needs requires possible technology assistance. S&T intervention C/PSTD/ ARD for Refer to WI FOS-SET 05-01, Conduct Situational FOS Conduct of Situational Analysis. Analysis/ Focus Group WI FOS-SET 05-02, Conduct of Discussion/Industry Industry Dialogue / Focus Group Dialogue/ Technology Discussion. WI FOS-SET O5-03, Needs Assessment Conduct of Technology Needs Assessment. C/PSTD/ ARD for Study and analyse the results of Analyze and identify FOS/ RDIs Technical the assessment and determine the project Expert/ Customer type of S&T intervention needed. Customer/ with Submit proposal funding Prepare project proposal assistance of agencies / institutions. C/PSTD/ ARD for FOS/RDIs Technical expert ARD for FOS / Manage the project Refer to WI FOS-SET 05-19. C/PSTDI **Project Management** Concerned PSTO Staff End

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