

# Centre for Applied Data Protection (CADP)

**Project Charter - Phase I - KLE Law College, Bengaluru**

## 1. EXECUTIVE SUMMARY

KLE Law College, Bengaluru proposes to establish the Centre for Applied Data Protection (CADP) as a specialised unit focused on building institutional expertise in India's Digital Personal Data Protection (DPDP) Act, 2023. This charter outlines Phase 1 (Foundation) spanning January 2026 - June 2026.

CADP will operate on dual verticals:

- **Research Vertical:** Academic research, thought leadership, and knowledge production on DPDP
- **Practice Vertical:** Capacity building and compliance advisory services for organisations

Phase 1 aims to build core team capacity, validate service offerings through pilot projects, establish the centre's brand presence, and culminate in an inaugural DPDP Conference in June 2026.

## 2. PROJECT VISION & OBJECTIVES

### 2.1. LONG-TERM VISION

Position KLE Law College as a recognised Centre of Excellence for DPDP expertise in India, serving as a trusted partner for organisations seeking compliance guidance and a thought leader in data protection research.

### 2.2. PHASE 1 OBJECTIVES (JANUARY - JUNE 2026)

**OBJECTIVE 1: CORE TEAM CAPACITY BUILDING**

- Train 5-member core team to foundational DPDP expertise
- Develop comprehensive training curriculum covering
- DPDP Act, Rules, sectoral implications, and compliance frameworks
- Enable team to independently deliver training sessions to educational institutions

**OBJECTIVE 2: MARKET VALIDATION & SERVICE DELIVERY**

- Conduct minimum 3 pilot capacity building sessions within KLE institutional network
- (Optional) Complete 2 compliance advisory engagements with documented case studies
- Develop service delivery frameworks and standard operating procedures

**OBJECTIVE 3: RESEARCH & THOUGHT LEADERSHIP**

- Establish CADP online presence (website with blog/resource section)
- Publish 2-3 white papers/articles on DPDP topics
- Identify 3-5 priority research areas for ongoing work

**OBJECTIVE 4: CENTRE ESTABLISHMENT & BRAND BUILDING**

- Form Industry Advisory Board (3-5 experts from legal, tech, and compliance domains)
- Organise inaugural DPDP Conference in June 2026 (50 participants)
- Launch CADP brand with defined service offerings
- Establish partnerships with 2-3 industry bodies/associations

**OBJECTIVE 5: INFRASTRUCTURE & GOVERNANCE**

- Formalise centre governance structure
- Create marketing collateral and brand identity
- Establish operational systems for project and knowledge management

**3. SCOPE****3.1. IN-SCOPE FOR PHASE 1**

- Training and capacity building for the 5-member core team

- Development of training curriculum and materials
- Pilot delivery of 3-5 capacity building sessions (primarily within KLE network)
- Research and publication of 2-3 white papers
- Website development and basic online presence
- Industry Advisory Board formation
- CADP Conference planning and execution (June 2026)
- Brand identity creation (logo, collateral, positioning)
- Service packaging and pricing framework

### **3.2. OUT-OF-SCOPE FOR PHASE 1**

- Large-scale commercial compliance projects
- Software tool development
- Litigation support services
- Academic journal publications (focus on white papers only)
- Pan-India marketing campaigns
- International partnerships or collaborations

## **4. PROJECT ORGANISATION & GOVERNANCE**

### **4.1. PROJECT TEAM STRUCTURE**

#### **PROJECT LEAD**

- Responsibilities: Overall project management, core team training, curriculum development, industry expert coordination, compliance advisory leadership, strategic guidance

#### **RESEARCH ASSOCIATE (FULL-TIME)**

- Fresh LLB/LLM graduate
- Responsibilities: Day-to-day operations, research support, training coordination, documentation, client communication, conference logistics
- Reports to: Project Lead

#### **FACULTY MEMBERS (PART-TIME, 4 MEMBERS)**

- College payroll, allocated hours as needed
- Responsibilities: Training delivery, research contributions, advisory support
- Reports to: Project Lead

#### INDUSTRY ADVISORY BOARD

- 3-5 external experts (legal, technology, compliance domains)
- Role: Strategic guidance, quality assurance, network access, conference speakers
- Engagement: Quarterly meetings + ad-hoc consultation

#### 4.2. REPORTING STRUCTURE

- Project Lead reports to: Dean, KLE Law College
- Monthly progress reports submitted to Dean
- Milestone-based presentations to college administration
- University approval required for: Centre inauguration, conference, formal partnerships

#### 4.3. DECISION-MAKING AUTHORITY

- Expenses up to ₹5,000: Approved by Project Lead
- Expenses above ₹5,000: Requires Dean/College Administration approval
- Strategic decisions (partnerships, service offerings, major initiatives): College Administration
- Operational decisions (training schedules, research priorities, day-to-day execution): Project Lead

### 5. TIMELINE & MILESTONES

Start Date: January 2026 End Date: June 2026 Duration: 6 months

#### 5.1. MONTH 1-2: FOUNDATION (JAN - FEB 2026)

##### MILESTONES:

- Project kickoff and team onboarding complete
- Research Associate hired
- Core team completes 20+ hours intensive DPDP training (led by Project Lead + 2 external experts)

- Training curriculum v1.0 developed
- CADP website and blog launched
- Brand identity (logo, colors, positioning) finalised
- Industry Advisory Board members identified and invited

**DELIVERABLES:**

- Training curriculum document
- Website live at cadp.in (or similar)
- Brand guidelines document
- Advisory Board composition proposal

**5.2. MONTH 3-4: VALIDATION (MAR - APR 2026)**

**MILESTONES:**

- 3 pilot capacity building sessions delivered (within KLE network)
- 1st white paper drafted and published
- Industry Advisory Board formally constituted
- Conference planning initiated (venue, speakers, agenda)
- Service offerings and pricing documented

**DELIVERABLES:**

- 3 training session reports with participant feedback
- 1 white paper published on CADP website
- Advisory Board charter
- Conference concept note
- Service catalog v1.0

**5.3. MONTH 5: PREPARATION (MAY 2026)**

**MILESTONES:**

- 2 additional pilot sessions completed (total 5)
- 2nd white paper published
- Conference speaker confirmations secured

- Conference registration and promotion launched
- Partnership discussions initiated with 2-3 industry bodies
- Standard operating procedures documented

#### DELIVERABLES:

- 2 additional training reports
- 2nd white paper
- Conference website/registration page
- Partnership discussion summaries
- SOP documentation

### **5.4. MONTH 6: LAUNCH (JUNE 2026)**

#### MILESTONES:

- 3rd white paper published
- CADP Inaugural Conference executed (50 participants)
- Formal centre inauguration
- 2-3 partnership MOUs signed
- Phase 1 evaluation completed
- Phase 2 planning initiated

#### DELIVERABLES:

- 3rd white paper
- Conference proceedings/summary report
- Partnership MOUs
- Phase 1 completion report
- Phase 2 project plan

## **6. SUCCESS METRICS**

### **6.1. TEAM READINESS METRICS**

- 5 team members complete 20+ hours structured DPDP training (Target: 100% by Feb 2026)
- Team independently delivers 3+ training sessions (Target: 5 by May 2026)
- Training curriculum documented and validated through pilot sessions
- 75%+ average participant satisfaction across pilot sessions

## 6.2. MARKET TRACTION METRICS

- 3-5 pilot training sessions completed (Target: 5)
- (Optional) compliance advisory projects completed (Target: 1)
- 5+ qualified leads generated for future engagement
- Service catalog created with defined offerings and pricing

## 6.3. RESEARCH & THOUGHT LEADERSHIP METRICS

- CADP website live with minimum 10 resource articles/posts (Target: March 2026)
- 2-3 white papers published (Target: 3)
- Research roadmap defined for 12-month horizon

## 6.4. BRAND & NETWORK METRICS

- CADP Conference executed with 50 participants (60% industry, 40% academic)
- 3-5 industry experts onboarded to Advisory Board (Target: 5)
- 2-3 formal partnerships/MOU signed (Target: 2)
- CADP featured in minimum 2 industry publications/platforms
- Social media presence established (LinkedIn page with followers)

## 6.5. OPERATIONAL FOUNDATION METRICS

- Service offerings documented (training packages, advisory retainers, compliance audits)
- Pricing framework established and approved Standard templates created (engagement letters, audit checklists, training materials)
- Client feedback mechanism implemented
- Knowledge management system operational

## 7. BUDGET

### 7.1. PERSONNEL COSTS (6 MONTHS)

Item	Calculation	Amount (INR)
Project Lead	₹10,000 / month (10 hrs/week)	₹60,000

### 7.2. OPERATIONAL COSTS

Item	Details	Amount (INR)
Travel for Pilot Sessions	3-5 sessions, regional travel, please see below	₹45,000
Software & Tools	Project management, CRM (mostly free tiers)	₹0
Office Supplies & Miscellaneous	Stationery, printing, misc.	₹15,000
Operational Subtotal		₹60,000
Buffer	@ 10%	₹12,000

### 7.3. TRAVEL COST BREAKDOWN

#### LOCAL SESSIONS (BANGALORE) - ₹8,000

- Target: Other KLE institutions in Bangalore metro
- Transport: Cab/auto for training materials transport
- Per person per session: ₹1,000 (transport + lunch)
- 2 sessions × 2 people × ₹1,000 = ₹4,000
- Additional: Training materials transport, contingency = ₹4,000

### WITHIN KARNATAKA SESSIONS - ₹20,000

- Target: KLE institutions in Hubli, Belagavi
- Example: Hubli
  - Train/bus: ₹1,500/person round trip
  - Hotel: ₹2,000/night (shared basis)
  - Meals: ₹1,000/day × 2 people
  - Local transport at destination: ₹500
  - **Per session cost: ₹10,000**
- 2 sessions × ₹10,000 = ₹20,000

### OUTSIDE KARNATAKA SESSION - ₹17,000

- Target: KLE institutions or partner institutions in metros
- Example: Mumbai
  - Flight/train: ₹3,500/person × 2 = ₹7,000
  - Hotel: ₹2,500/night × 2 nights (2 people sharing) = ₹5,000
  - Meals: ₹2,000 (₹1,000/day × 2 days, split)
  - Local transport: ₹1,500
  - Training materials shipment: ₹1,500
  - **Total: ₹17,000**

### Notes

- Sessions within KLE network prioritised to minimise costs
- Accommodation on shared/budget basis
- Regional sessions clubbed where possible (e.g., 2 institutions in one trip)
- 20% buffer included for price fluctuations

PHASE 1 TOTAL BUDGET: ₹1,32,000

## 8. RISK ASSESSMENT & MITIGATION

### 8.1. RISK 1: TEAM CAPACITY BUILDING DELAYS

**Risk Level:** Medium

**Description:** Core team may take longer than anticipated to reach operational readiness

**Impact:** Delayed pilot sessions, compressed timeline for conference preparation

**Mitigation:**

- Front-load intensive training in Month 1-2
- Engage experienced external trainers for accelerated learning
- Project Lead actively involved in first few training deliveries
- Build buffer into timeline between training completion and pilot sessions

### 8.2. RISK 2: LOW PILOT SESSION UPTAKE

**Risk Level:** Low

**Description:** KLE network institutions may not show interest in pilot sessions

**Impact:** Insufficient validation of service offerings, weak market signal

**Mitigation:**

- Leverage KLE 300+ institution network
- Offer initial sessions at subsidised/no cost
- Direct outreach by college administration to peer institutions
- Focus on educational institutions first (natural fit for DPDP compliance)

### 8.3. RISK 3: CONFERENCE ATTENDANCE BELOW TARGET

**Risk Level:** Medium

**Description:** Inaugural conference may not attract 50 participants

**Impact:** Weak launch signal, limited network building

**Mitigation:**

- Early speaker confirmations from recognisable names

- Leverage Advisory Board networks for promotion
- Target mix: KLE network (guaranteed base) + external industry
- Multi-channel promotion: email, LinkedIn, industry associations
- Free/nominal registration for first event

#### **8.4. RISK 4: RESEARCH ASSOCIATE PERFORMANCE/RETENTION**

**Risk Level:** Medium

**Description:** Junior hire may not perform or may leave mid-project

**Impact:** Operational burden on Project Lead, delayed deliverables

**Mitigation:**

- Rigorous hiring process with clear role expectations
- Structured onboarding and mentorship by Project Lead
- Regular check-ins and performance feedback
- Clear career development path articulated
- Budget allows for replacement hiring if needed (contingency)

#### **8.5. RISK 5: COMPLIANCE ADVISORY PROJECT ACQUISITION**

**Risk Level:** Medium

**Description:** May struggle to secure advisory projects in tight timeline

**Impact:** Missing key deliverable, limited case study portfolio

**Mitigation:**

- Target KLE network institutions first (easier conversion)
- Offer discounted/pro-bono initial engagements
- Position as "pilot" with mutual learning benefit
- Flexibility on project scope (smaller engagements acceptable)
- Advisory Board helps with client referrals

#### **8.6. RISK 6: BUDGET OVERRUNS**

**Risk Level:** Low

**Description:** Expenses exceed allocated budget

**Impact:** Financial strain, need for additional approvals

**Mitigation:**

- Approval threshold (₹5,000) ensures oversight
- Monthly budget tracking and reporting to Dean
- Many tools/platforms using free tiers to minimise costs
- KLE provides venue for conference (major cost saved)

## 8.7. RISK 7: REGULATORY/LEGAL CHANGES IN DPDP

**Risk Level:** Low-Medium

**Description:** DPDP Rules or sectoral notifications released mid-Phase 1

**Impact:** Training materials become outdated, requires rapid curriculum updates

**Mitigation:**

- Curriculum designed to be modular and easily updatable
- Project Lead actively monitors regulatory developments
- Treat changes as content opportunity (white papers on new rules)
- Advisory Board includes regulatory experts who can guide adaptation

## 9. ASSUMPTIONS & DEPENDENCIES

### 9.1. ASSUMPTIONS

- KLE Law College administration approves project and budget by the first week of January 2026
- College provides physical infrastructure (office space, meeting rooms, conference venue) at no cost
- 4 faculty members allocated to project are available as per project needs
- University approvals for centre establishment obtained within 2-3 months
- Basic IT infrastructure (internet, computers) available through college resources
- KLE institutions provide receptive audience for pilot sessions

### 9.2. DEPENDENCIES

- Timely hiring of Research Associate (January 2026)

- External expert availability for training workshops
- Industry Advisory Board members' willingness to participate
- Conference speaker confirmations (3-4 external speakers)
- Domain/hosting approval for CADP website through college IT
- Approval workflows for partnerships and MOUs functional
- Access to KLE network institutions for outreach

## 10. STAKEHOLDER COMMUNICATION PLAN

### 10.1. INTERNAL STAKEHOLDERS

#### COLLEGE ADMINISTRATION (DEAN, PRINCIPAL)

- Monthly progress reports (written)
- Milestone presentations (in-person)
- Budget review meetings (quarterly)
- Ad-hoc updates for approvals

#### FACULTY MEMBERS (4 PART-TIME TEAM MEMBERS)

- Weekly team meetings (1 hour)
- Shared project documentation (Google Drive/similar)
- Training session debriefs Monthly review sessions

#### RESEARCH ASSOCIATE

- Daily stand-ups (as needed)
- Weekly 1:1 with Project Lead
- Clear task assignments via project management tool

### 10.2. EXTERNAL STAKEHOLDERS

#### INDUSTRY ADVISORY BOARD

- Quarterly formal meetings
- Monthly email updates

- Ad-hoc consultation as needed
- Pre-conference strategy session

## POTENTIAL PARTNERS

- Initial exploratory meetings
- Partnership proposal presentations
- Regular touchpoints during negotiation
- Formal MOU signing ceremonies

# 11. PROJECT DELIVERABLES SUMMARY

## 11.1. DOCUMENTATION DELIVERABLES

- Training Curriculum v1.0 (Month 2)
- Brand Guidelines Document (Month 2)
- Service Catalog v1.0 (Month 4)
- Advisory Board Charter (Month 4)
- Standard Operating Procedures (Month 5)
- Phase 1 Completion Report (Month 6)
- Phase 2 Project Plan (Month 6)

## 11.2. RESEARCH DELIVERABLES

- CADP Website with Blog (Month 2)
- White Paper #1 (Month 4)
- White Paper #2 (Month 5)
- White Paper #3 (Month 6)

## 11.3. PRACTICE DELIVERABLES

- Pilot Training Session Reports (3-5 sessions, Months 3-5)
- Compliance Advisory Case Study #1 (Month 6, optional)

## 11.4. EVENT DELIVERABLES

- Conference Proceedings/Summary Report (Month 6)

## 11.5. PARTNERSHIP DELIVERABLES

- Partnership MOUs (2-3, Month 6)

## 12. APPROVAL & SIGN-OFF

### 12.1. KLE LAW COLLEGE ADMINISTRATION

Dean, KLE Law College:

### 12.2. PROJECT LEAD

Project Lead:

### 12.3. UNIVERSITY APPROVAL

University Authority: