# 

# An incubated co-working space for technology innovation

## Internal Document Template

**Application Proposal Document Template**

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# Document Change Log

This is a working document, which will be maintained with time. Team members, please ensure that any changes are recorded in the change log below – this is to ensure that each team member is always clear about which changes have been made and when.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description** |
| 0.01 | 21 March 2015 | Malusi Gcakasi | Created initial template document. |
|  |  |  |  |

# Definition of Terms

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Central Team | Team physically located at The Cortex Hub, East London |
| Remote Team | Team physically located outside of The Cortex Hub, East London |

# Description of Acronyms

|  |  |
| --- | --- |
| **Acronym** | **Description** |
| CH | The Cortex Hub |
| CT | Central Team |
| RT | Remote Team |
|  |  |
|  |  |
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# Document Overview

## Introduction and Purpose of this Document

Since its inception at the beginning of January 2015, the goal of the Cortex Hub (CH) has been to create an innovative society that is able to sustainably leverage current technologies towards solving societal problems. The vehicle for achieving this goal has always been strong partnerships with universities, ICT providers, entrepreneurs and other business incubators to create a robust entrepreneurship ecosystem within the Eastern Cape (EC) region. Though the task is itself quite large, we believe that the right mix of committed people, enthusiasm and hard work will help in building the bridge between the dream we have proposed, and the gains of making it a reality.

Achieving this high goal will require the CH to “do great things in not quite enough time” In order to facilitate this, The CH must facilitate a culture of clarity, purpose and achievement; both in the programmes that it delivers to entrepreneurs and in the projects that it undertakes for their benefit. This document exists to sharpen our habits in this regard by providing a structured framework in which we will undertake our projects.

Before a project is undertaken for any purpose, this document must be completed in order to fully document the goal of the project, its proposed benefits, its projected timeline, the resources require and the RACI matrix that will define who is responsible for its completion. The document will aim to describe all of these in fine detail in order to facilitate smoother change processes in the project or fluctuations in scope or timeline.

## Scope

This document aims to record the actions undertaken in a project and the artefacts produced. It is does not aim to be a project report, however. This document aims only to be an initial overview description of the project when undertaken – a weekly report must still be completed in order to give an idea of fluctuations in timeline and workloads.

## Detailed proposal

* 1. WHAT ARE STARTUPS?

## A start-up team needs a passionate and driven visionary who is the product person.

## It needs a capable execution skill that can deliver the product or service against that vision.

## It needs people skill to make sure that the best people are recruited and retained, and so that conflict in the company is resolved.

## It needs administrative skill to make sure that as the company grows the wheels stay on

* 1. ITEMS TO HELP TEAMS FUNCTION EFFECTIVELY

**MISSION**

Our mission statement is to ensure that we provide the right resources at the right time. We don’t want to be the biggest but we do want to be the best team

**GOALS**

* To create strong relationship with other teams
* To improve team skills
* To make other teams understand more about start-up
* Help them improve and get more understanding in business skills
* The ideas on how to start a small business
  1. RESPONSIBILITIES

**Management consultant**

Management consultants help organisations to solve issues, create value, maximise growth and improve business performance.

Consultants operate across a wide variety of services such as:

* + business strategy
  + marketing
  + financial and management controls
  + human resources
  + information technology
  + e-business
  + Supply-chain management.

**Typical work activities**

The day-to-day activities of management consultants are often complex and will vary depending on the client and type of project.

**List of the outcomes you would like to reach:**

**Meeting with Team Members** - Our goal here is to have an open talk about the kind of training and development that they think they need to work effectively and develop their career.

**Observing Team Members at Work** - Keep an eye on how well your team members are doing with key tasks.

**Gathering Additional Data** - If you approach data gathering in a sensitive way, you can learn a lot from others who work closely with the person you want to assess.

**Analysing and Preparing Data -**

Your goal here is to bring together the most relevant information, so that you can create a training plan for each team member.

**Determining Action Steps –**

You should have a good idea of the training and development that each person on your team needs.

# Application Approval

This section formally approves that this document was completed, submitted, received and approved by the parties below

|  |  |  |
| --- | --- | --- |
| **Proposed By** | **Date Submitted** | **Signature** |
| Name of proposer | Date 16 May 2015 | Malusi Gcakasi |
| **Approved By** | **Date Received** | **Signature** |
| Name of Project Approver | Date | Malusi Gcakasi |
| **Consulted on this Application** | **Date Received** | **Signature** |
| Name of Consulted 1 | Date | Sisanda Guntsu |
| Name of Consulted 2 | Date | Akhona Gotye |
| Name of Informed | Date | Onela Mpama |