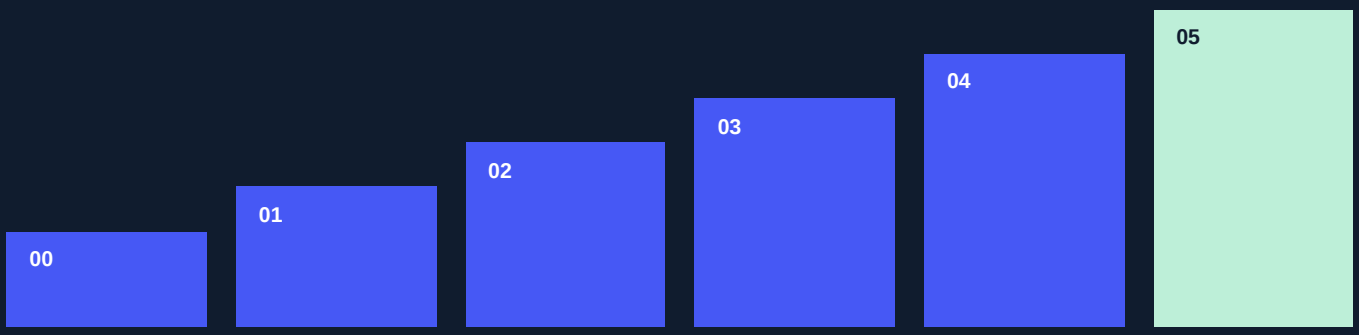
PRACTICAL TOOLS FOR AMBITIOUS PROJECTS

Give your innovation a clear path to delivery.

Editable bid and project templates for the decisions, evidence and coordination that turn new ideas into working outcomes.



24
editable templates

3
focused packs, plus the Bid Template

6
lifecycle stages

COMPLETE COLLECTION

£749

All 24 templates. Word and Excel.
Single-user perpetual licence.
Every template is also sold on its own.

A CONNECTED WAY TO WORK

The right tool at the right stage.

Choose a stage to focus your work. Keep governance, benefits and learning connected throughout the project.

00 Governance

Set the decision framework.

Integrated Assurance Plan · Document Register · Stage Gate Certificate

01 Scoping

Define the opportunity and scope.

Business Case · Product and Technical Vision · Project Requirements · Exploitation Plan

02 Planning

Agree how delivery will work.

Risk Register · Issues Register · Project Execution Plan · Communications Plan · Stakeholder Engagement Plan · Change Request Form · Change Request Register

03 Delivery

Keep progress and evidence visible.

Quarterly Status Report · Claim Evidence Index · Milestone Tracker

04 Transition

Transfer outputs and accountability.

Project Closure Report · Lessons Learned Log · IPR Handover Register · Benefits Realisation Plan

05 Review

Assess what changed after delivery.

Exploitation Risk Register · Post-Project Review

Preparing a bid? Use the Bid Template to shape and review your narrative before submission, alongside the funder’s or buyer’s live guidance. Governance runs across the lifecycle; several templates continue beyond their first stage.

COLLECTION OPTIONS

Start with the support you need.

Choose a single template, a focused pack or the complete collection.

01 TEMPLATE

Bid Template

Shape, test and review the narrative for any competitive bid.

£129

04 TEMPLATES

Scoping & Vision Pack

Turn an idea into an agreed investment and delivery proposition.

£189

07 TEMPLATES

Risk & Assurance Pack

Build proportionate governance and maintain a clear risk picture.

£199

12 TEMPLATES

Project Management Pack

Plan delivery, track progress and hand over with clarity.

£319

Complete Template Collection

The Bid Template and all three packs. 24 editable templates.

£749

Prices in GBP, including VAT where it applies. Single-user, perpetual licence. Every template is also sold on its own: see the price list on the following pages.

WHAT IS INCLUDED

Build the case. Set the controls.

BID TEMPLATE

Bid Template — DOCX — £129
Shape, test and review the narrative for any competitive bid before submission.

SCOPING & VISION PACK

Business Case — DOCX — £79
Set out the case for investment and compare your delivery options.

Product and Technical Vision — DOCX — £49
Align product ambition with technical choices before substantial build begins.

Project Requirements — DOCX — £39
Define the agreed scope and the criteria for accepting delivery.

Exploitation Plan — DOCX — £49
Plan how project outputs will be shared and put to commercial or wider use.

RISK & ASSURANCE PACK

Integrated Assurance Plan — XLSX — £69
Structure the assurance discussions, reviews and decision routes your project needs.

Document Register — XLSX — £19
Keep document ownership, versions and review status in one place.

Stage Gate Certificate — DOCX — £19
Record the evidence, decision and conditions at each project gate.

Risk Register — XLSX — £29
Assign owners and mitigations to potential delivery risks.

Issues Register — XLSX — £19
Track problems requiring action and agree where they should be escalated.

Exploitation Risk Register — XLSX — £29
Maintain a separate view of the risks to adoption and commercialisation.

Post-Project Review — DOCX — £39
Review realised outcomes and lessons after the project has closed.

WHAT IS INCLUDED

Make delivery easier to coordinate.

PROJECT MANAGEMENT PACK

Project Execution Plan Bring the delivery approach, responsibilities and controls into one working plan.	DOCX	£69
Communications Plan Plan who needs to know what, when and through which channel.	DOCX	£29
Stakeholder Engagement Plan Identify stakeholders and design a proportionate engagement approach.	DOCX	£29
Change Request Form Assess and document a proposed change before it enters the delivery baseline.	DOCX	£19
Change Request Register Follow every change request through assessment, decision and implementation.	XLSX	£19
Quarterly Status Report Give sponsors a clear recurring view of delivery, spend and decisions.	DOCX	£29
Claim Evidence Index Link claimed costs to their supporting records for review.	XLSX	£29
Milestone Tracker Keep a milestone-level view of dates, dependencies and delivery confidence.	XLSX	£29
Project Closure Report Confirm what was delivered, what remains open and who accepts the handover.	DOCX	£39
Lessons Learned Log Capture learning while it is fresh and assign follow-through actions.	XLSX	£19
IPR Handover Register Record project intellectual property and the intended handover arrangements.	XLSX	£19
Benefits Realisation Plan Give intended benefits an owner, a baseline and a measurement plan.	DOCX	£39

ONE TO ONE WITH IMG

Bring your project.
Leave with a clear next step.

Use an individual session to work through your project setup, review priorities or choose a practical route through the templates.

PREMIUM SETUP

£949

- All 24 templates
- The collection guide
- One 60-minute online setup session

A focused advisory session · £295

A 60-minute one-to-one online session. Bring a defined question, your project context and the material you want to discuss.

01 **Share your context**
Your stage, constraints and the decision you need to make.

02 **Agree a focus**
We agree the scope and a time, then send an invoice.

03 **Work through the next step**
Clarify actions, owners and the templates that support them.

PRACTICAL FROM THE FIRST USE

Make the collection your own.

The templates provide a structure. Your team supplies the evidence, decisions and project-specific detail.

Keep a master copy

Create a separate project folder and keep the original files. Replace the guidance and worked examples with your own information.

Give documents an owner

Set review dates, agree approval authority and use the Document Register to keep the current versions easy to find.

Choose the right level of detail

Scale the documents to your project. Use the live brief and your organisation’s requirements where they apply.

Understand the licence

A single user may use the templates across their own projects in perpetuity and share the documents they complete. The blank templates may not be shared, resold or published. Ask about team licences.

Use a compatible editor

The collection contains 14 DOCX and 10 XLSX files. Use Word, Excel or compatible editors and check layout and spreadsheet behaviour in your chosen software.

Explore the collection and discuss your project

innovationmanagementgroup.co.uk

Innovation Management Group is a trading name of Dash Digital Ltd, registered in England and Wales, company number 17185782. Registered office: 3rd Floor, 86–90 Paul Street, London EC2A 4NE.