



Edited by Luke Jones September 2014

KTP Associate Factsheet – preparation for LMC 1

What is an LMC?

- The LMC (The Local Management Committee, involving university and company partners and the KTP adviser) is responsible for ensuring the project achieves its objectives, within budget and to agreed quality standards. It is also responsible for financial expenditure, effective management of the Associate and all related resources. LMC 1 will take place 4 weeks after the Associate has started and henceforward, every 4 months.
- The Associate will be expected to present at LMC meetings once they have started the KTP project.

Role of KTP Associate:

- Lead / manage / deliver the project objectives.
- Deliver a power-point presentation on project progress and personal development. Typically, this presentation will take 15 – 20 minutes for regular LMC meetings and is the main item in the meeting covering:
 - a) a report on project progress;
 - b) the proposed project plan for the next 4 months;
 - c) a report on training/personal development that has been completed;
 - d) proposals for further training/personal development.
- For LMC 1, as the Associate is new into the project, it will not be expected for him/her to present in a great amount of detail. The requirement is to project a clear vision instead.
- Issue a **2 – 3 page** executive summary, (including a Gantt chart) for each LMC and emails the summary a week in advance to [Kate Jeremy](#) at Research & Innovation Services.

Examples of the Associate executive summary and presentation (these are strictly confidential and not for circulation).



Executive Summary
1_kdv2.doc



Associate
presentation LMC 4 -

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David Kirk



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