

INCUBATION PROGRAMME ACTION PLAN 2024/2025

Target	Planned Activity	Measurable Indicator	Base-line Value	Min Indicator Value	Time frame				Responsible
					Q1 24	Q2 24	Q3 25	Q4 25	
Preparation for CBE-Business Incubator Programme	Preparation of CBE-Business Incubator (CBE-BI) Space.	Space with adequate equipment established.	0	2					<ul style="list-style-type: none"> • Director of Academics (DAC) • Head of Apprenticeship and Work-Based (HAW) • Programme coordinators
	Workshop with CBE Students on understanding Incubation and the role of CBE-BI.	Number of staff and students who attend the workshop.	0	400					<ul style="list-style-type: none"> • DAC • HAW • Adjunct lecturer • Programme coordinators
Ideation stage & Annual Business Pitching Competition.	Conduct pre-incubation sessions with potential applicants and explain the ideation stage.	Number of potential applicants who attend the pre-incubation sessions.	0	200					<ul style="list-style-type: none"> • Adjunct Lecturer • HAW • Programme coordinators
	Develop Database of Mentors & Coaches to support Incubation	Number of Mentors & Coaches listed	0	10					<ul style="list-style-type: none"> • DAC • HODs • HAW • Adjunct Lecturer • Programme coordinators • Lecturers
	Organize competition among students to encourage students' entrepreneurial ideas.	Number of students actively participating in the competition.	0	400					<ul style="list-style-type: none"> • DAC • HODs • Adjunct Lecturer • HAW

								<ul style="list-style-type: none"> • Programme coordinators • Lecturers
	Invite applications for business ideas.	Number of applications with ideas received.	0	80				<ul style="list-style-type: none"> • HODs • HAW • CBE Students • Programme coordinators • Lecturers
	Form an application selection committee for the competition.	Appointed committee members with relevant skills, experience and background.	0	7				<ul style="list-style-type: none"> • Depute Rector – ARC • DAC • HAW
	Evaluate applications and shortlist candidates.	Number of viable ideas selected based on predefined criteria.	0	40				<ul style="list-style-type: none"> • HAW • Adjunct Lecturer • Appointed committee
	Organize training and mentoring sessions/workshops for shortlisted candidates on business model canvass plan/prototype development and pitch preparation	Number of shortlisted candidates who attend the training and mentoring sessions.	0	30				<ul style="list-style-type: none"> • DAC • HODs • CBE Students • Adjunct Lecturer • HAW • Programme coordinators • Lecturers • Mentors & Coaches (M&C)
	Appointment of Judges	Number of qualified judges appointed.	0	5				<ul style="list-style-type: none"> • DAC • HAW • Programme coordinators
	Conduct a pitching competition and award of selected promising	Number of promising prototypes/business plans selected for the incubation phase	0	15				<ul style="list-style-type: none"> • DAC • Adjunct Lecturer • Judges • HAW

	prototypes/business ideas for incubation.								<ul style="list-style-type: none"> • Programme coordinators
Incubation and Career Day	Invite experienced mentors & coaches, and Stakeholders to share insights	Number of Mentors & Coaches, Stakeholders participating	0	12					<ul style="list-style-type: none"> • Depute Rector – ARC • DAC • Adjunct lecturer • HAW • Programme coordinators • Lecturers • Mentors & Coaches • Stakeholders
	Conduct half-day workshops on relevant topics such as business development, marketing, and financial management	Number of participants attending	0	200					<ul style="list-style-type: none"> • DAC • Students • Adjunct lecturer • HAW • Programme coordinators • Lecturers • Stakeholders • Mentors & Coaches
	Conduct a session on soft skills for pitching.	Number of attendees for sessions	0	80					<ul style="list-style-type: none"> • HAW • Programme coordinators • Adjunct lecturer • Mentors & Coaches • CBE Students
	Development of linkages that allow participants to connect with other startups, potential investors, and industry experts	Number of linkages attained	0	10					<ul style="list-style-type: none"> • DAC • Students • HODs • HAW • Programme coordinators • Mentors & Coaches Stakeholders
Incubation and networking to	Provide Business Development	Number of MVPs ready to be launched	0	10					<ul style="list-style-type: none"> • HODs • HAW

promote MVPs of Incubates.	Services (BDSes) with mentoring and coaching to Incubatees to develop their MVPs	in the market							<ul style="list-style-type: none"> • E-AL • Programme coordinators • Lecturers • M&C
	Organize networking events to promote entrepreneurship and innovation for Incubates startups.	Number of events organized	0	3					<ul style="list-style-type: none"> • DAC • HAW • Management • Programme coordinators • HODs • Lecturers • Mentors & Coaches • Stakeholders
	Facilitate participation of incubates in innovation fairs and competitions to showcase the startups' MVP (<i>Minimum Viable Product</i>) progress.	Number of fairs/competitions participated.	0	3					<ul style="list-style-type: none"> • Management • DAC • HAW • AL • Programme coordinators • HODs • Lecturers • Mentors & Coaches Stakeholders
Mobilize resources to support the incubation programme.	Organize events with partners/Collaborators/Businesses to showcase developed MVPs and secure funding through grants, sponsorships, or contributions.	Number of partnerships established that will provide support	0	6					<ul style="list-style-type: none"> • Depute Rector – ARC • DAC • HODs • HAW • Adjunct lecturer • Management • Programme coordinators • Stakeholders
Scaling to Market	Provide access to seed funding to support	Number of Startups generating revenue and jobs created.	0	15					<ul style="list-style-type: none"> • Management • Depute Rector – ARC • DAC

	Entrepreneurial startup functions in the market.								<ul style="list-style-type: none"> • HAW • Adjunct lecturer • Programme coordinators • Stakeholders
	Development of graduated Incubator Alumni.	Number of Alumni members actively participate in CBE-BI	0	15					<ul style="list-style-type: none"> • DAC • HAW • Programme coordinators
Meetings	Campus Incubation and Apprenticeship Committee Meeting.	Minutes of the meetings submitted	0	4					<ul style="list-style-type: none"> • Campus incubation coordinators
	Central Incubation Committee Meeting	Minutes of the meetings submitted	0	4					<ul style="list-style-type: none"> • DR-ARC • DAC • HAW • Campus incubation coordinators
	Conduct Monitoring and Evaluation of incubatees progress.	Number of start-ups creating jobs and generating revenue to pay taxes	0	4					<ul style="list-style-type: none"> • Incubation Coordinators • HODs • HAW • QA Manager
Monitoring and evaluation	Review with CBE Staff, Stakeholders and Students for feedback on the efficacy of CBE-BI	Number of participants participating in the Review.	0	40					<ul style="list-style-type: none"> • Programme Coordinators, • Appointed Committee, Mentors, Coaches • Industry Partners, Experts & Stakeholders, students.