

Technical Due Dilligence Checklist

Accelerate Consulting Ltd

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1 INTRODUCTION

This checklist is designed to ensure that a full range of information is gathered from the target company in a structured and consistent manner. The information specified in this checklist is gathered during the interview stage of the process. This information is then analysed and processed into a final assessment report.

The checklist is structured into the following sections:

The Technology – what is the technology, what is unique about it, what needs does it meet, how much has been developed already? How will it be further developed?

The Business – what's the proposition and how well equipped are the management team to make a success of it. How do they propose to bring the technology to the market

The People – What experience does the management team have?. What experience do the key technical people have? What experience do the marketing/sales team have?

The Intellectual Property – what intellectual property does the company already own and in what form, how defensible is the technology, what is the patent registration

The Competition – are there other companies providing/developing such technology? are there other companies/organisations capable of providing/developing such technology? Are there any other companies able to meet the same needs in a different way?

2 THE TECHNOLOGY

	Indicate N/A if unavailable	Date Received By Accelerate
Technology/Products/Services		
○ Identify key features of technology/product/service and describe why they make the technology unique		
○ List existing proprietary technology & intellectual property references		
○ Provide any Technical Literature describing Product Design and Functionality (e.g. White Papers)		
○ Provide details of any dependencies on intellectual property owned by third parties, including details of any licensing deals.		
○ Identify the key strategies and potential risks/issues involved in further developing the technology		
Applications		
○ Identify the applications for the product / technology		
○ Identify the market need potentially met by this technology and explain how it meets the needs		
○ List existing proprietary technology & intellectual property references		
○ Identify any conditions that need to be in effect in order to realise the value of the product/technology? External / integration : distribution partnerships		
Intellectual Property (Patent, Trademarks, Copyrights)		
○ Provide schedule of patent registrations/applications identifying each patent by title, registration number, date of registration & status		
○ Provide schedule of trademark registrations/applications identifying each mark by title, registration number, date of registration & status		
○ List any licensing agreements and/or merchandising agreements relating to patents, technology, trade secrets, trademarks and copyrights		
Equipment, Services and Facilities		
○ List any major (above £1000 value) items of test equipment or other special equipment required in order to develop the technology/products		
○ Identify any facilities or services that will be required in order to develop the technology/products		

3 THE MARKETS

	Indicate N/A if unavailable	Date Received By Accelerate
Target Market Sizing		
○ Identify the market need potentially met by this technology and explain how it meets the needs		
○ Define the target markets, broken down by geographical region		
○ Provide information on potential size and growth rate of target market(s), broken down by geographical region.		
○ Provide any Third Party data supporting assumptions on size of market.		
Customers		
○ Describe the ideal customer profile		
○ Provide Complete Customer List		
- Detail on 10 biggest		
- Detail on 10 medium		
- Detail on 10 smallest		
○ Provide contact information for top 5 customers for product/service review (will be contacted as part of the due diligence process).		
○ Pricing Model and Current Price List		
Marketing & Sales		
○ Sales and Marketing Plan		
○ Company Marketing Materials and Brochures		
○ Sales Literature describing Product Features & Applications		
○ List any Joint Venture or Strategic Partnership Agreements		
○ Describe sales process – how target customers are reached and converted into customers.		
○		

4 THE BUSINESS

	Indicate N/A if unavailable	Date Received By Accelerate
Business Description		
○ Business Plan		
○ Investor Presentation		
○ Long/Mid/Short term targets		
People		
○ Key Management: <i>include resumes & 3 business references</i>		
○ Directors & Officers of the company: <i>include contact information</i>		
○ List all Employees: <i>include job title, base salary, options/equity</i>		
○ Current organisational chart		
○ Provide schedule of people resource requirements and anticipated organisation chart		
Operations		
○ List of Top 10 Suppliers: include contact information		
○ Organizational Chart for R&D		
○ Development Calendar for next 12-24 months		
○ Are the company's resources, premises and plans structured properly for scaling up its activities and operations?		

5 THE COMPETITION

	Indicate N/A if unavailable	Date Received By Accelerate
Competition		
○ Provide list of top 10 competitors		
○ List those technologies/products/services most likely to compete. On what dimensions will they compete?		
○ Can competitor reaction be anticipated?		
○ How well can the competitors protect their market		