|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | | |
| Date |  | Planned Start Date |  |
| Sponsor |  | Project Manager |  |

|  |  |
| --- | --- |
| List the project **objectives** | |
| 1.  2.  3.  4. | |
| What are the anticipated **benefits**? | |
| Anticipated Benefits | When Achieved? |
| 1.  2.  3.  4. |  |

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| Describe the **agreed scope** of this project. What is the work we going to do? |
|  |
| List anything **outside of scope** that people might think is part of the project |
|  |

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| --- | --- | --- | --- |
| Who should be in the **project team** and how much of their time do we need? | | | |
| Name | Work Days Effort | Time Period Required | Available? |
| 1.  2.  3.  4.  5. | few hours/days/weeks | Jan to April 18 | Yes |
| What **costs** will be incurred in running this project in addition to our own time? | | | |
|  | | | |
| Requested Budget | £ | | |
| Proposed Funding Source |  | | |

|  |  |  |
| --- | --- | --- |
| List the **key milestones**, their forecast date and your forecast confidence | | |
| Milestone | Date | Confidence |
| 1.  2.  3.  4.  5.  6.  7.  8. |  | Low / medium / high |

|  |
| --- |
| What **risks** are involved with us undertaking this project? |
|  |
| Any **constraints** or **dependencies** with other work we need to consider? |
|  |

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| Finally, you have listed the benefits but in summary, why should we do this project? When you consider the time & effort required, **is this a worthwhile investment** and **how does this project align with our Corporate objectives?** |
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| --- | --- | --- |
| **Has this document been approved or rejected? By who & when?** | | |
|  | | |
| Approver | Decision | Date |
| Sponsor |  |  |
|  |  |  |
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