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

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| 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 |  |

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| 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 |

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| 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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