

Project Proposal Template

1. Project Number

2. Summary

2.1 Title

2.2 What will the project do?

2.3 Current stage and extent of development

2.4 Timescale

Start and end dates of development

Start and end dates of delivery

2.5 Who is involved?

Name of officer proposing the project.

Name and involvement of other officers.

Name and involvement of key partners.

3. Fit

3.1 Fit with Management Plan outcomes

3.2 Fit with Board's Ambitions and priorities

3.3 External permissions and approvals required

4. Finance and resources

4.1 Development funding

Funders & est. income

Partner funding

4.2 Delivery funding

Funders & est. income

Partner funding

4.3 Development cost;

Fit of development effort within officer capacity

Estimated expenditure and items for budget

4.4 Delivery cost;

Fit of delivery effort within officer capacity

Estimated expenditure and items for budget if successful

4.5 Impact on central costs (general fund)
For any development
Estimate for delivery if successful

4.6 Impact on cash flow

5. Risk and benefits

5.1 Significant risks associated with the project and proposed mitigation
(Brief description not a full risk register)

5.2 Main benefits (brief description)

6. Guidance

6.1 When to use

- When a specific project proposal is likely to lead to a change in the work programme
- When a specific project proposal is sufficiently worked up to include in the work programme (typically expression of interest stage)

6.2 Where to use

- When introducing a new project proposal to the Executive Committee through a paper.
- When seeking approval electronically to pursue a new project proposal from the Chair, Vice-Chair and Director when timescales do not permit a paper to the Executive Committee. Subject to delegated authority.
- When introducing a new project proposal to the Executive Committee via the external bids update.

6.3 Approval

- Prior to the template being used for any of these purposes a draft should be circulated to the Project Development and Business Planning Officer, Finance Officer and Chief Executive and approval sought from the Chief Executive before proceeding.