

PROJECT PROPOSAL TEMPLATE

Summary: To present a new template for proposing projects.

Recommendation: That the new template for proposing projects be adopted.

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Background

Introduction

1. At its meeting of 30th April 2019 the Executive Committee asked to have project proposals presented in a standard format and for this format to be outlined in a paper to a future meeting.

A single business planning process

2. In order to avoid parallel and potentially contradictory processes it is important that the development of project proposals remains integrated within the Board's business planning. There should be no separate standalone project proposal process. This paper does not propose a new system, rather it outlines how new project proposals are to be presented within the Board's current systems. In effect this template is the gateway for the addition of a project proposal to the work programme.
3. The Summary work programme is approved as part of the Business Plan by the Board in March so it is technically fixed for the year. The benefits of a flexible business planning process are well recognised by the Board and the detailed work programme which sits underneath the summary programme can be amended in year. Any new project proposed in year must be integrated into this work programme. This will include a consideration of the impact of its development on existing staff, finances and resources.

When and where to use the template

4. Different people have very different perceptions of what a project is. Judgement will have to be used as to what is meant by a project and at what scale of new project this template (**Appendix 'A'**) is to be used. A pragmatic measure would be to require this form for any proposal that would lead to a change in the work programme. In terms of scale it would be reasonable for any project proposals of £10k and over to have a template drawn up.

5. Similarly a project will need to be worked up to a certain extent before the template can be sensibly completed. On the other hand the Executive Committee will expect to be informed of a project at a relatively early stage of its development. This template should be used when a specific project's development is ready to be incorporated into the work programme, not necessarily when an area to look at developing is first investigated. This would typically be the expression of interest (or similar) stage.
6. The purpose of this template (Appendix 'A') is to ensure the consistent presentation of information when proposing projects. It is to be used as an annexe when;
 - Introducing a new project proposal to the Executive Committee through a paper.
 - Seeking approval electronically to pursue a new project proposal from the Chair, Vice-Chair and Chief Executive when timescales do not permit a paper to the Executive Committee. Subject to delegated authority.
 - Introducing a new project proposal to the Executive Committee via the external bids update.

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.

Supporting Paper(s):

Appendix 'A' - Project Proposal Template