

STRADBROKE PARISH COUNCIL  
PROJECT PROPOSAL



**Motion:** The project outlined in this document is proposed for consideration by Stradbroke Parish Council.

Title of Project:	
Name of proposer:	
Name of seconder:	
Date:	
Timeline:	
Project objectives:	
Project benefits:	
Stakeholders:	
Included in proposal:	
Excluded from proposal:	
Who is responsible:	
Estimated budget requirements:	
Key Risks:	

**Guidance on how to complete this form can be found on the reverse of this page.**

**For Office use:**

Date motion voted on:		Legislation:	
Outcome of vote:		Finance:	Current/future budget or reserves

## STRADBROKE PARISH COUNCIL PROJECT PROPOSAL

### Guidance notes:

1. Complete the form with as much information as you have on the project you are proposing. The more information included the easier it will be for the Parish Council to reach a decision.
2. Include the name of the proposer of the project and if there is one, a seconder.
3. Always give an indication of a proposed completion date for the project.
4. You should include your main aims, objectives and benefits. It is easiest to put them in bullet points, that way they stand out on the page and are easily referred to.

The objectives should be:

<b>S</b> pecific	What exactly needs to be achieved?
<b>M</b> easurable	Be able to track your progress and report back to the council.
<b>A</b> chievable	The project should be achievable and realistic
<b>R</b> elevant	Ensure it is relevant to the parish council business and legislation
<b>T</b> ime-bound	A realistic time frame should be included for the project. Project should have a time frame or a defined end.

*Don't try and do too much with your project, keep to no more than four or five objectives. Ask yourself the question: "What do we want to achieve?"*

5. Stakeholders are those who can impact the project and those who can be positively impacted by the project.
6. Make it clear what is included in the project and what is excluded to ensure that there is no confusion as to what is expected at the end of the project.
7. Budget: there is no need to give exact figures at this stage, an indication of where costs will be incurred either consumables such as meeting rooms, stationery, staff time or revenue to purchase a piece of equipment.
8. Identify any risks that could be involved in the project, these could be physical risks, monetary risks or reputation risks of either carrying out the project or not carrying out the project – remember that raising expectations on something that cannot be achieved could cause reputational harm.

The purpose of the form is to identify:

<b>WHY:</b> Project Objectives, Project Benefits	<b>HOW MUCH:</b> Budget
<b>WHAT:</b> Included or excluded	<b>WHO:</b> Full Council/Committee/Working Party
<b>WHEN:</b> Timeline	<b>WHAT-IF:</b> Key risks