Idea/Requirement

**It is advisable to think about the following issues:**

**Proposed Project Name:**

**Submitting officer:**

|  |  |
| --- | --- |
| **What?** | |
| * Do you want to achieve? * Changes do you want to make? * Are the benefits? * Happens if we do not do it? * Are the risks? |  |
| **Why?** | |
| * Do you want to do the project? * Do you want to make the changes? * Now? |  |
| **How?** | |
| * Are you going to do it? * How else could this be achieved? * Are you going to consult/inform your stakeholders? * Much will it cost? * Will it be paid for? * Sustainable is this? |  |
| **Who?** | |
| * Will you need to inform or consult? * Will be involved as part of the project? * Will make the changes? * Are potential partners? |  |
| **When?** | |
| * Do you want to do it? * Is the deadline? |  |

**Line manager’s comments:**

**Agreed/rejected:**

**Line manager’s signature:**

**Name and Job Title:**

**Date of consideration:**

**Level of Project Management required:** Low / Medium / High

**Name of Project Manager:**