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:**