

# PROJECT PROPOSAL

**Records Use Only**

Project Proponent:

Ref # \_\_\_/\_\_\_

Date:

<b>Project Description</b>	<i>'Project Title'. Short description by which the project will be known.</i>
<b>Business Project Objectives and Benefits</b>	<i>Why the project is being proposed (eg because of current problems or new opportunities) and therefore what it is expected to achieve.  List the benefits of undertaking the project (eg a more efficient method of completing a task, increased client access to information, etc).</i>
<b>Scope</b>	<i>What you will need to do to achieve the benefits (eg create a method for producing a new product, improve the ways we do current work, etc). Objectives should be specific, measurable and realistic.  Set the limits for the project by clearly stating what is being covered by the project (eg which products, a specific geographic area, etc) <b>and</b> what is not to be included in the project. Also include any time constraints.</i>
<b>Major Deliverables</b>	<i>List what will be in place at the end of the project which <b>does not exist</b> at the moment. These should be tangible things that need to be created/done to achieve objectives eg a new invoice system, staff trained in customer management or a new taxation process.</i>
<b>Reference to Divisional/Strategic Plan</b>	<i>Reference to Strategic or Divisional Objectives or Core Roles and Functions</i>
<b>Schedule</b>	<i>List key dates.</i>
<b>Budget/Resources</b>	<i>Estimate the costs involved in the project and detail where the funds are to come from. Also include any accommodation, IT, vehicle usage, or travel requirements.</i>
<b>Risks</b>	<i>List any risks involved in undertaking the project and how they will be managed.</i>
<b>Project Governance</b>	<i>Who and how the project is planned to be managed. The names or positions of the people involved should be given, and their role in the project.</i>
<b>Change Management</b>	<i>How are changes to current practices/methods to be managed and achieved (eg staff attendance at workshops/training courses, etc).</i>
<b>Impact on Other Areas</b>	<i>What impact this project will have on other branches of MRT (including what, if any, resources will be required from other branches), other divisions of DIER and any outside stakeholders.</i>
<b>Notes/Comments</b> <i>(for use by Branch Managers and/or MRT Management Group)</i>	<i>(Include any requests for further planning/documentation &amp; frequency of reports required).</i>
<b>Sponsor</b>	<i>Name of the business owner or sponsor of the project.</i>

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<b>Approved by Branch Manager</b>	<i>Signed: ..... Date: .....</i>
<b>Approved / Not Approved Director</b>	<i>Signed: ..... Date: .....</i>
<b>Reason/s for Non-Approval</b>	