Project title

Project rationale
- Is there a problem the project is seeking to address?
- Is there an opportunity the project is seeking to pursue?
- Will the project meet a need that is currently not being met?
- Is there a legal or regulatory reason for delivering the project?

Project objective
- Given the above, what is the project objective?

Potential benefits
- When the project achieves its objective, what benefits will follow?
- Think about benefits in the following categories:
  - Patient benefits
  - Clinical benefits
  - Organisational benefits
  - Staff benefits
  - Financial benefits

Potential workstreams
- What changes will the project make?

Risks and issues
- Identify the risks that may impact the successful delivery of your project

Indicative timescales
Scope completed:
Baseline completed:
Design completed:
Implementation completed:
Embed completed:

Project team
Project Manager:
Project Sponsor:
Clinical Champion:
Project title

Project rationale

Potential workstreams

Risks and issues

Project objective

Indicative timescales

Potential benefits

Project team