

Project Description

Title:	
Project sponsor:	Date:
Outline description:	
Project objectives/ outcomes:	
Relevance to organisational objectives/ policies:	
Main tasks:	
<u>Resources</u> People (including other parties): Money: Other:	
Sources of finance:	
Timescale:	
Responsible party (HA/HNF/other):	
Marketing and branding:	
Maintenance:	
Main risks:	
Monitoring and reporting:	
Other comments:	