

PROJECT PROPOSAL

[This document is used to inform the Carlisle Ambassadors' Steering Committee about the benefits of the project, resource requirement, timescale and brief summary of risk. Please attach project score sheet and risk assessment form]

Project Name	[What is the name of the project?]
Project Proposer	[Who is the Project Manager? Provide contact details]
Scope of Project	[What are the aims of the project? What will it deliver?]
How does the project contribute to the objectives of Carlisle Ambassadors / promote Carlisle	[Explain how the project enables the achievement of the Carlisle Ambassadors key objectives?]
List of benefits	[What are the key benefits of the project? When do you expect them to be realised? How will the benefits be measured?]
Background	[Have any background papers been circulated regarding this project? Indicate where these can be found and / or provide copies]
Proposed Timetable	[Start date, any key stages and anticipated finish date]
Project Resources	Project Team [Name members of project team & contact details]
	People [Does the project require people to help deliver? If so, state how many]
	Skills [Does the project require any particular skill sets to deliver? List skills required]
	Budget [What are the costs of the project? How are these to be met?]
	Insurance [Does the project require insurance ie. public liability? Is this in place?]
	Materials [Specify materials required to deliver the project]
Summary of Known Risks	[Give a summary of the key risks associated with the project together with the likely impact and plans should they occur]

Criteria	Score 1	Score 2	Score 3	Score 4	Project score
Cost £	<10,000	10,000 – 50,000	50,000 – 250,000	>250,000	
Timescale in months	<6	6 – 12	12 – 18	>18	
Integration with Carlisle Ambassador objectives	No dependency	Contributing to other work that is linked	Direct contribution to one of Carlisle Ambassadors' objectives	Direct contribution to more than one objective	
Impact Carlisle Ambassadors	None or very minimal	Some involvement in supporting elements of the project	Significant support from Carlisle Ambassadors required	Would require support external to Carlisle Ambassadors	
Project visibility	Minimal eg. one sector	Wider eg. more than one sector / local visibility	Regional visibility	National visibility	
Stakeholders	Internal and within one business	Across more than one business within same sector	Across more than one business working with partner from another sector	Across more than one business working with multiple partners	
Contract complexity	No contracts required	Single contract with known supplier	Multiple contracts with known supplier	Contract(s) with new supplier(s)	
Process complexity	Have done this type of project before many times	Have done this type of project before once or twice	Have done a similar type of project before but not exactly the same	Have not done anything like this before	
Project total score					

