

Guidance Notes for Form Completion

Title:	Short title by which the project will be known.
Project sponsor:	Name of person (not organisation) who has initiated the project.
Outline description:	Short description so others not associated with the project can understand its remit and scope.
Project objectives/outcomes:	What the project seeks to achieve in realistic measurable terms.
Relevance to organisational objectives/policies:	The relevance of the project to the aims and objectives of HNF and/or HA.
Main tasks:	A list of the main tasks. If appropriate an initial project plan may be appended.
Resources People (including other parties): Money: Other:	A detailed listing of the projects needs in terms of people, money and other things.
Sources of finance:	Where the above money will come from. If CIL money is sought then a statement of relevance to planning policies must be included.
Timescale:	Proposed milestones and dates of main deliverables.
Responsible party (HA/HNF/other):	Which organisation is legally responsible for the project's execution. This is not necessarily the commissioning party.
Marketing and branding:	How the project might be promoted and branded.
Maintenance:	How will the outputs of the project be maintained.
Main risks:	Main risks to achieving the project's outputs.
Monitoring and reporting:	What will be monitored and to whom will this information be reported.
Other comments:	Anytime else of relevance at this stage.