**project PROPOSAL**

*This document supports the Prioritisation and Complexity Assessment,*

*providing the supporting narrative to the proposed initiative.*

Project Details

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| Project Name: | *Project is temporary in nature, with a specific start and end date, and created to deliver one or more specific products.* |
| Programme Name: | *Complete programme name if this project will form part of a larger programme of work (a group of related projects managed in a coordinated way to obtain benefits not available from managing them individually).*  |
| Lead Organisation: | *Which organisation will be accountable for the delivery of the programme or project?* |
| Senior Responsible Owner: | *Who will have overall accountability for ensuring the programme or project meets its objectives and delivers the expected benefits?*  |
| Responsible Finance Officer: | *Which Finance Officer will be supporting this proposal?* |
| Clinical Sponsor: | *If the programme or project has clinical elements, which clinical sponsor will be overseeing the clinical legislative aspects and guidance?* |
| Communications & Engagement Lead | *Which Communications & Engagement Lead will be supporting this proposal?* |

Document Control

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| Author(s): | Date: | Version: | Summary of Changes: | Approved by: |
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*To be completed by Strategic Portfolio Management Office*

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| Celoxis Reference Number  | *To be completed by the Strategic Portfolio Management Office* |
| Portfolio | *To be completed by the Strategic Portfolio Management Office* |
| Initiative | *Best Value / Out of Plan Spend / New Initiative (Delete as appropriate)* |

1. Idea Overview

*Why is the change required? What evidence is there to support the change? What are you looking to transform and why? What is the gap you are closing? What do we not do now, that we should be doing? What range of options could be considered?*

<Insert text here>

1. Objectives

*Please provide a high-level overview of the measurable outcomes of this initiative.*

<Insert text here>

1. Scope

*What are the expected inclusions and exclusions for this initiative?*

<Insert text here>

1. Timeline

*Please provide an indicative plan for the phases that may be required for your initiative, including expected start and finish dates e.g. planning, business case development, procurement, implementation, training, close etc. This can be in Word, Excel, Visio, Celoxis extract or any other tool that visualises the expected phases and timeline.*

<Insert text here>

1. Additional Support?

*What is the anticipated additional support needed to develop this initiative into a Project Initiation Document or a Business Case e.g. Project Management, Business Analysis, Inward Investment team, Clinical Lead, Clinical Digital Safety Officer, Communication & Engagement Lead, DiiS Support etc.*

<Insert text here>