

Proposal:

Title & Author

1 Summary

[Highlight the key points, which should include important benefits and the return on investment]

2 Reasons

[An explanation of the reasons why the project is required]

3 Strategic Alignment

4 Options

[Brief description of the different options considered for the project] if relevant

5 Expected benefits

[Expressed in measurable terms against today's situation and indication of scale of impact]

6 Expected dis-benefits

[Outcomes perceived as negative by one or more stakeholders]

7 Risk

[Summary of any key risks of the project]

8 Cost

9 Timescales

10 Sustainability

11 Equality Impact Assessment

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