

Project Title:

Project Proposer:

Project Sponsor

Project Leads

Project Start Date:		Project End Date:	
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Date submitted to Management / other:

Project Approved: _____

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Project planning:

1. Identify what you want to do - what's the vision ?
2. Write down all the objectives / goals / aims of the project.
3. This should also give a list of the outcomes / benefits of the project.
4. From this you can get an idea of how long it will take and resources needed
5. and hopefully identify all the issues.
6. Be clear on who needs to do what and when
7. and how the project is to be managed.

After steps 1 to 7 you may need to then start from number 1 again to refine the objectives. Further steps will get filled in over time.



1. Introduction / Outline Plan / Vision

Background.

Describe how this project came about - why this work is needed.

Background

- International . European / national legislation / objectives and targets on climate change and reducing emissions.
- International . European / national legislation / objectives and targets on climate change and reducing emissions.
- LAA NI 186 target – how to meet the target – a 'one tonne challenge'.
- Help to meet Warwickshire's climate change strategy target of reducing emissions by 15-18 % by 2010 and 60% by 2050.
- There are no known established business environmental groups to the east of the county. There is a group called Sustainable Rugby.
- To help extend the Warwickshire Climate Change Partnership.
- To help with a wider programme of community engagement / development.
- Communication is the key to behaviour change.

Vision

What do we want to do and why? (explore all options)

Put in a bit about what to do and why.

How will this project support your Service Plan, wider plans and/or Corporate Objectives and Policies

Explore all options.

Identify best options, is it feasible and compatible with other ideas?

Set out the measures of success for the project.



Warwickshire Climate Change Partnership

What's Next?

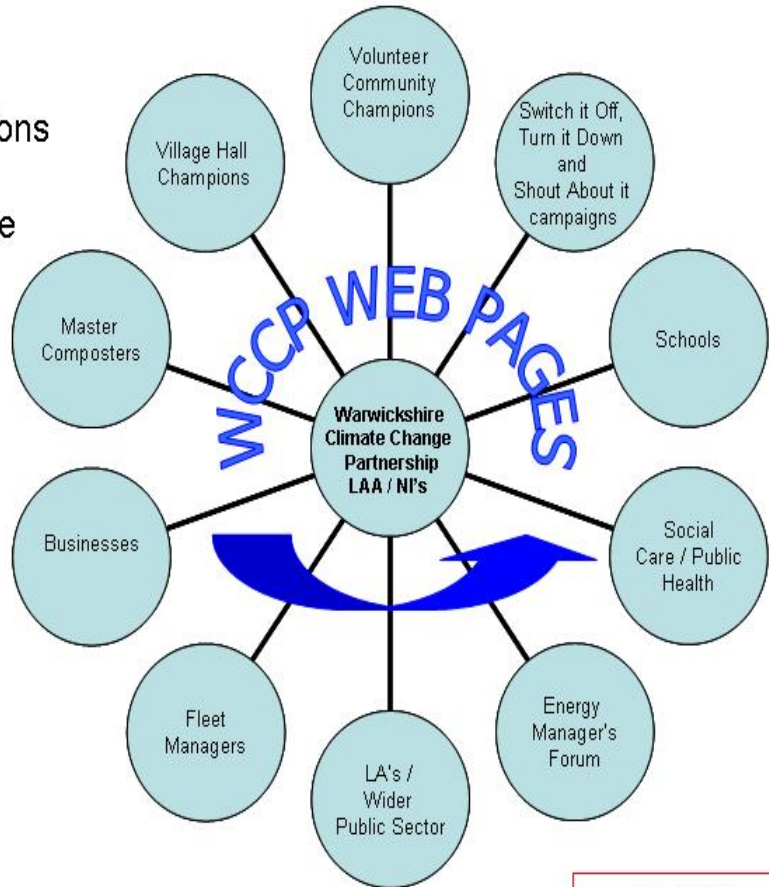
Environmental Champions

One Tonne Challenge

LI 185 –
Emissions
from own
estate

NI 186 – CO₂
per capita

LI 187 –
Tackling Fuel
Poverty



NI 188 –
Adapting to
climate
change

2. Project Objectives / Goal / Aims

Identify what the project is aiming to achieve.

Write down what are you aiming to achieve and what are the benefits to both you, your organisation etc.

- ❖ .
- ❖ .



3. Outcomes / Benefits / Results

❖ .

Aim / Target for the project

What will success look like?

❖

.

SMART Goals

S specific, significant, stretching

M measurable, motivational, meaningful

A agreed upon, attainable, achievable, acceptable, action-oriented

R realistic, relevant, reasonable, rewarding, results-oriented

T time base, timely, tangible, trackable

What happens if we don't do it?

Measures of Success

Why do it now?

How will this project support delivery of LAA NI 186?

Needs of each stakeholder

Stakeholder	What's in it for me? Establish the needs of each stakeholder.
Project Lead	
WCC	.
Other	

4. Time Line / Resources

What will be the duration of the project and how much resource is required



Predicted project costs and time line

– specify when and how each item must be delivered.

Item	Delivery cost	Where could budget come from?
TOTAL		

Support services needed

Service	Estimated Time Required
ICT	
Communications	
Finance	
Organisational Development/HR	
Warwickshire Observatory	
Performance Management	
Design Services	
Other (please specify)	

Financial Benefits

Financial Benefits:				
Item	Realisation Date	Benefit Value	On-going or One Off	Owner/Beneficiary
Total				

Item	Benefit Value	Owner / Beneficiary



Non-Financial Benefits

Non-Financial Benefits:				
Item	Realisation Date	KPI	On-going or One Off	Owner/Beneficiary
Total				

Item	On-going or one-off	Owner / Beneficiary

- ❖ what week
- ❖ what week

TOTAL weeks

5. Issues that would have to be resolved to deliver project

1. Funding
2. Developing materials / activities
3. Health & Safety issues – no lone working. Processes in place for event working / safety / recording where people are and for how long.
4. Pay transportation / other costs?
5. Southern area already has established groups. North and East Warwickshire have no such groups – may be difficult to gain interest.

6. Activities / Tasks / roles / responsibilities

Process, Organisation, People, Information, Technology & Infrastructure

Create a list of tasks for each deliverable, including time taken to complete the task and the resource needed to carry out the task.

Deliverable	Task / Activity	Effort (hrs/days)	Resources



Identify processes you need to go through:

- a. Inform who?
- b. Seek support from who?
- c. Prepare funding bid ?
- d. Identify other sources of funding.

Identify organisational actions

- e. Identify project lead
- f. establish project team.
- g. Programme regular meetings.

Identify what information is needed

- h. Research on effective SME engagement.
- i. Research level of CO₂ reductions from different actions.

Identify technology needed

- j. Database for volunteers contact details.
- k. Develop web pages or dedicated site.

Identify any infrastructure that is required

- l. Establish network

Identify people who need to be involved and how

Identify who will potentially need to be involved, and their roles and responsibilities

People involved	Roles & responsibilities

7. Execution of the Project / delivery – what needs



managing and how?

Need to manage:

Time

- a. Produce a Human Resource Plan: stating names of individuals with a leading role in the project; describing their roles and responsibilities; describing the number and type of people needed to carry out the project; for each resource detail start dates, estimated duration and method of obtaining them.

Contacts

Relationships / Stakeholders

Identify who is responsible for managing each stakeholder and how.

- b. We need to identify who is responsible for each stakeholder and how.
- c. Are there any stakeholders that we need to influence to get support?

Plot influence of stakeholder against attitude





External expertise

Volunteers

- a. Who manages xxx and how?

Recruitment

- b. Who is responsible for recruitment of xxx ?

Conflict resolution

Information – what to keep?

- d. Prepare a communications plan detailing: who needs to be kept informed about the project and how they will receive the information.
- e. Agree the contents of weekly / monthly progress reports (how the project is performing, milestones achieved, work planned for next period).
- f. What documentation / information will we keep and who keeps



it?

8. Review

We'll need to take stock after first year.

1. How are we going to take stock after the first 3 months?
2. How are we going to take stock after the first 6 months?
3. How are we going to take stock after the first year?
4. How are we going to take stock after the second year?
5. How are we going to take stock after the third year?

9. Change Control

Issues Log

(A change affect SCOPE – scope affects time, resources, money)

Will there be an issues/risk log? If so who will keep it? How often will it be reviewed?

Description	Owner	Is it a change Y/N	Change control process

*Note - a change of scope will affect time, resources and money.

10. Risk Management

Develop a Risk Mitigation Plan

Accept, reduce, eliminate, transfer and contingency.

What happens if the time taken for the project changes significantly?

What happens if the review cycle is too slow?

What happens if stakeholders requirements change after project start?



What happens if stakeholders add new requirements after project start?
What happens if cost estimates are too optimistic?
What happens if there are unexpected budget cuts?
What happens if there is a lack of resource commitment?
Be clear on roles & responsibilities.
What happens if stakeholder needs are not properly understood?
What happens if poor communications result in misunderstandings or quality problems?

Political

1. Engage Elected Members up front

Economic

2. Prepare a fully costed time based action plan.

Social

3. Arrange events for.....

Technical

4. Prepare paper based / spreadsheet based tools

Legal

5. Identify health & safety training required.
6. Prepare lone working guidelines and event risk assessments

Environmental

- 7.

11. Next Steps

- a. Step 1.
- b. Step 2



Who	<ul style="list-style-type: none"> • What •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •

12. Terms Used

Term is defined as.

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