

Pre-Project Proposition Form

Service Lead Officer

Project Name

Business Opportunity / Problem Statement
Describe the business opportunity or problem. Consider the wider corporate implications of doing (or not doing) this proposal, as well as the specific impacts to your service.

Has this Proposition been approved by the Relevant Head of Service(s)

All Propositions must be discussed with Head of Service prior to being submitted. It is for the Head of Service to decide whether the Project Proposition should be escalated to CMT or Members.

'Do Nothing' Option
Describe the impact of doing nothing

Has this Proposition been discussed with CMT? If no, does it need escalating via the Programme office to CMT?

Has this Proposition been discussed with Executive Member(s) If no, does it need escalating via the Programme office to Members?

Estimated Financial Benefits (£'000)
Detail the year-by-year anticipated savings and describe how these will be realised. Any additional costs should be entered as negative (-) values

Goals & Benefits

Describe the GOALS of the project	Provide a brief overview of the expected BENEFITS

Year One	Year Two	Year Three	Year Four	Year Five
Revenue Costs	Revenue Costs	Revenue Costs	Revenue Costs	Revenue Costs
Capital Costs	Capital Costs	Capital Costs	Capital Costs	Capital Costs
Savings	Savings	Savings	Savings	Savings
Income	Income	Income	Income	Income

Risks & Issues

Describe the key RISKS that could inhibit delivery of the project	List the key ISSUES to be addressed as the project progresses

Operational Measure to show Future Progress
Describe what measures will be used to assess and demonstrate progress towards achieving the goals & benefits

Current Performance Measurement
Describe any applicable KPI's currently used to monitor performance in this area

Is there a statutory or contractual requirement to undertake this project? Yes No

If Yes please explain requirement -

Corporate Plan 2014 - 16
For each element score out of 100 the extent the project contributes towards HDC's corporate plan

A Strong Local Economy

1.1 Accelerate business growth and investment	
1.2 Remove infrastructure barriers to growth	
1.3 Develop a flexible and skilled workforce	

Enabling Sustainable Growth

2.1 Improve the supply of new and affordable housing to meet future needs	
2.2 Develop sustainable growth opportunities in and around our market towns	
2.3 Enhance our green and built environment	

Working With Our Communities

3.1 Create safer, stronger and more resilient communities	
3.2 Improve health and well-being	
3.3 Empower local communities	

Ensuring we are a Customer Focused and Service Led Council

4.1 Become more business like and efficient in the way we deliver services	
4.2 Ensure customer engagement drives service priorities and improvements	

Resources Required

Project Team	Enter the names of key resources assigned to this project

External Resources	Required
HR	No
IMD	No
Finance	No
Procurement	No
Legal	No
Customer Services	No
Other - please overtype with required resource	No

Timeline of Key Milestones	Date

Corporate Plan Score - calculated automatically

Key Project Milestones	Date