

## Project Worksheet 2

### PROJECT REMIT

**This worksheet addresses set up issues for an individual project. One of these sheets should be completed per project, normally by the Champion. Page references are for The Complete Guide to Improvement.**

1.	<b>Project title</b>		
2.	<b>Date of this version</b>		
3.	<b>Priority</b> Why is this?	Must-Should-Could	Now-Soon-Later
4.	<b>Which management team set up the project?</b> i.e. where is the project being steered/which Project Steering Grid is it on?		
5.	<b>Champion</b> CGI page 8.9		
6.	<b>Project Leader</b> CGI page 8.11		
7.	<b>Where did the project come from?</b> e.g. a strategy, departmental plan, as a result of customer research.		
8.	<b>Start date</b> Why?		
9.	<b>Finish date</b> Why?		
10.	<b>What is the status?</b> (In progress, on-hold, stalled or not started) CGI page 7.5		
11.	<b>Project Methodology</b> CGI page 11.2		

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12.	<b>Remit part 1</b> The subject to be worked on CGI page 8.12	
13.	<b>Remit part 2</b> <b>Objectives</b> CGI page 8.12	
14.	<b>Remit part 3</b> The scope, inclusions and exclusions CGI page 8.12	
15.	<b>Remit part 4</b> Timescales and interdependencies CGI page 8.13	
16.	<b>Who else needs to be involved? Say whether as a team member, key player or specialist.</b> CGI page 10.5	
17.	<b>Budget</b>	If the project is underway, tick people who have already been involved.
18.	<b>Should the project be kick-started?</b> When and why? CGI page 19.2	
19.	<b>Facilitator(s)</b>	