

Project Remit

Refer to 'The Project Remit - Format and guidelines' in the *Steering: Set Up Individual Projects* section of *The Complete Guide to Improvement*.

1.	Project title		
2.	Date of this version		
3.	Priority Why is this?	Must-Should-Could	Now-Soon-Later
4.	Where is the project being steered?		
5.	Champion		
6.	Project Leader		
7.	Where did the project come from?		
8.	Start date Why?		
9.	Finish date Why?		
10.	Status		
11.	The subject to be worked on		
12.	Objectives		
13.	The scope, inclusions and exclusions		
14.	Timescales, milestones and interdependencies		
15.	Data and information to review		

16.	Other considerations	
17.	Budget	
18.	Project Methodology	
19.	Who else needs to be involved? Say whether as a Project Team Member, Key Player or Specialist.	
20.	Should the project be kick-started? When and why? List any participants not already identified above.	
21.	Facilitator(s)	

Version 7.0