

Project Mandate

It is important that all projects that have an impact upon the Council are taken through the project management process; this includes both 'internal' projects (initiated by the Council) and 'external' projects (initiated by an outside body). The Project Mandate is the first document to be produced in the life of a project. The Mandate is designed to (a) provide a very brief outline of what the project is and what it is looking to achieve and (b) aid in prioritising the project. Every mandate will be reviewed and assessed by CLT on a weekly basis. A mandate should take no longer than 1 hour to complete.

Prepared by:		Project Name:	
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1. What is the project?

Provide a brief description of the project Including background information if appropriate.

2. What are the objectives of the project?

What are the short, medium and long-term objectives of the project?
Short term: To assess

3. Does this project contribute to the Corporate Plan objectives?

Be specific as to how this project supports the delivery of the Corporate Plan.

4. Third party engagement?

Will this project require engagement with third parties? If so, please explain the nature and extent of the engagement.

5. Who will be involved in the project?

This should include the anticipated **Project Manager** and **Project Sponsor** as a minimum.

Person:	Role within project:	SharePoint Access:

6. What is the proposed timetable for this project?

What are the proposed start and end dates of the project?

7. Estimate of project cost

Do you have an idea of how much this project will cost to deliver? If so please provide an indication here. The figures used at this stage will not be taken as 100% accurate.

8. Funding?

Please indicate what funding has been identified: Section 106 monies, revenue budgets, a successful funding bid or grant etc. If funding has not yet been identified clearly state this fact.

9. Member Level Approval?

Will this project require member approval? If so, please specify (in consultation with the Project Sponsor) the relevant committee at which approval will be sought i.e. Council, Executive? Please note that approval will need to be sought once the Project Workbook has been completed as the Workbook will form the basis of the business case.

10. Any other comments?

Are there any other issues/comments you feel should be recorded at this stage?

11. Has the mandate been agreed with the Sponsor?

Confirm here that the mandate has been viewed and agreed with the Sponsor prior to submission.