

# Project Bid

This form describes a potential project and will be used to assign an initial priority before the Initiation phase is authorised. See the Project Bid [Procedure and Guidance](#) for further information.

<i>Programme/Portfolio</i>		<i>Proposed start</i>	[dd/mm/yy]
<i>Project title</i>		<i>Proposed finish</i>	[dd/mm/yy]
<i>Project number</i>	[R.Bnnnnnn]	<i>Estimated cost</i>	
<i>Project sponsor</i>		<i>Likely category</i>	[A/B/C]
<i>Author</i>		<i>Last updated</i>	[dd/mm/yy]

<i>Aims and deliverables</i>	[Describe the aims of this project and its business justification including any problems it will solve]
<i>Who will be impacted?</i>	
<i>How will this be funded?</i>	
<i>Specialist resources needed</i>	

## Corporate Prioritisation

<b>Contribution to outcomes</b>	<b>Score (0..6)</b>	<b>Describe how achieved</b>
<p><b>Efficiency</b></p> <ul style="list-style-type: none"> <li>Saves cash, removes costs, waste</li> <li>Reduces on-going operating costs</li> <li>Introduces more efficient processes</li> <li>Generates income</li> <li>Supports Shared Services</li> </ul>	[0..6]	
<p><b>Customer Service improvement (citizens)</b></p> <ul style="list-style-type: none"> <li>Improves usability, customer experience</li> <li>Improves customer satisfaction</li> <li>Improves access to services</li> <li>Improves outcomes for customers</li> </ul>	[0..6]	
<p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>Greener</li> <li>Supports environmental, economic, social well being of Hampshire</li> <li>Delivers sustainable service delivery models</li> </ul>	[0..6]	
<p><b>Performance &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Supports <a href="#">corporate aims 1, 2, 3</a></li> <li>Supports performance targets, <a href="#">Corporate Improvement Plan</a>, NI etc.</li> <li>Ensures statutory, legal compliance</li> <li>Maintains standards of operational delivery &amp; reputation</li> </ul>	[0..6]	
<b>Total Score (max 24):</b>	[0..24]	

<b>Choice</b>	<b>Must do?</b>	<b>Describe why we must do this</b>
<i>Statutory, Legal</i>	[Y/N]	
<i>Political</i>	[Y/N]	

<b>Costs</b>	<b>Low</b> (<£50k)	<b>Medium</b> (£50k- £500k)	<b>High</b> (>£500k)	<b>Comments</b>
<i>Whole Programme/Portfolio</i>				
<i>Whole Project</i>				
<i>This phase</i>				

<b>Organisational impact of change</b>	<b>Small</b>	<b>Moderate</b>	<b>Major</b>	<b>Describe what would happen</b>
<i>Impact if not done</i>				
<i>Impact if done</i>				

<b>Impact of change on</b>	<b>Negative</b>	<b>Neutral</b>	<b>Positive</b>	<b>Describe impact and volumes</b>
<i>Staff</i>				
<i>Citizens</i>				
<i>Partners</i>				

<b>Delivery Time frame</b>	<b>within 6 months</b>	<b>within a year</b>	<b>several years</b>	<b>Comments</b>
<i>Whole Project</i>				
<i>This phase</i>				

<b>Resources</b>	<b>people</b>	<b>assets</b>	<b>technology</b>	<b>Comments</b>
<i>Does this utilise existing capacity/capability?</i>	[Y/N]	[Y/N]	[Y/N]	
<i>Does this require external expenditure?</i>	[Y/N]	[Y/N]	[Y/N]	
<i>Does this use or develop Shared services?</i>	[Y/N]	[Y/N]	[Y/N]	

<b>Level of risk</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Describe likely challenges, barriers to achieving</b>
<i>Level of challenge to achieve</i>				

**Decision** – to be completed by the review panel

<i>Decision</i>	[Proceed/Hold/Reject]	<i>Decision by</i> <sup>1</sup>	
<i>Priority assigned</i>	[1/2/3]		<i>Date</i>
<i>Reasons and comments</i>			

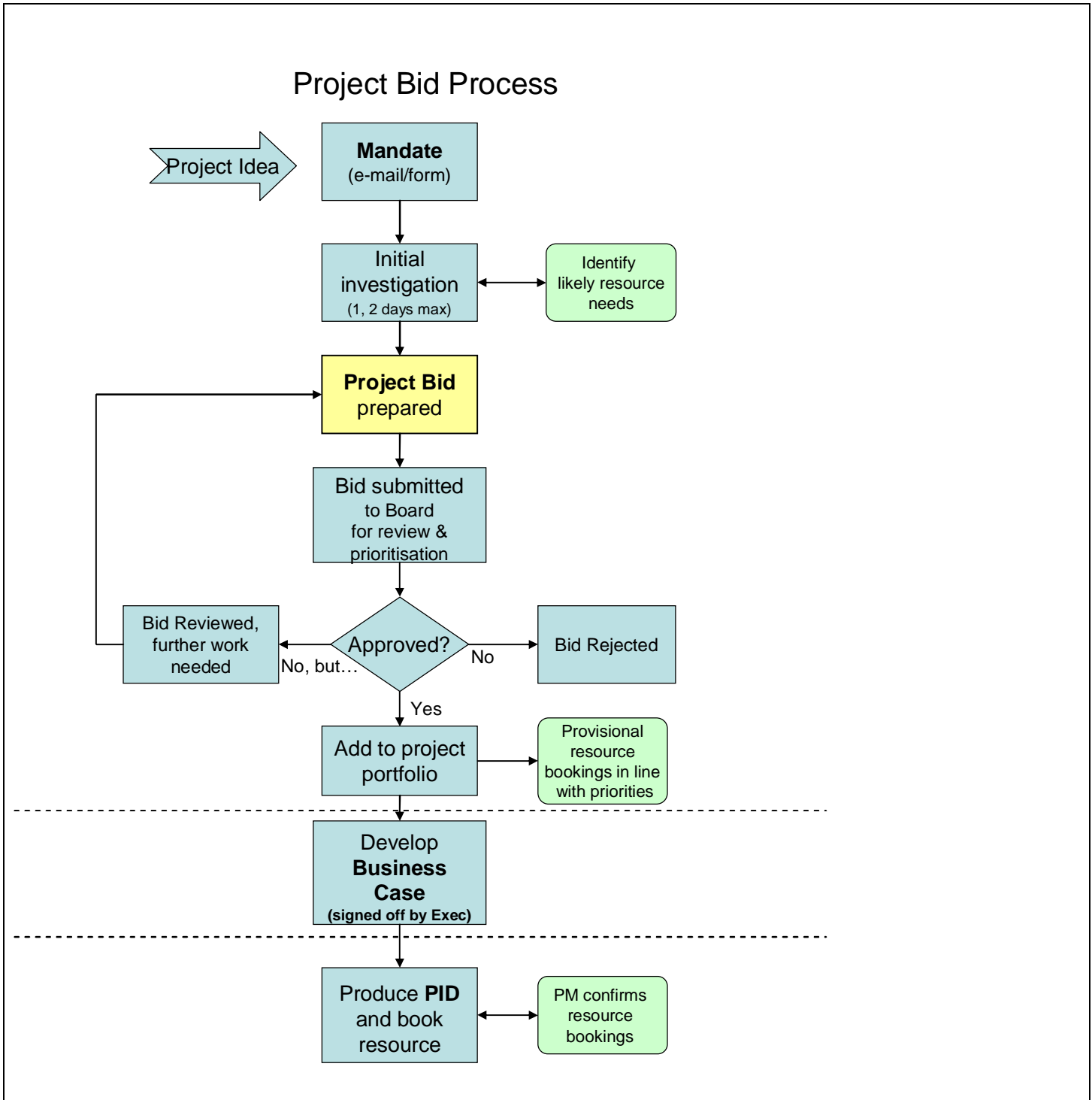
Guidance: Priority 1 = Must do or a score of 5-6 on any of the outcomes, 2 = Total score is 10 or more, 3 = Everything else

<sup>1</sup> Authorised person or group  
Location: HantsFile

Project Bid Process

Date:- 24/09/10

Version 0.1



The Project bid will be submitted to the relevant decision-making Board for the specific portfolio. The information may also be submitted to other Boards as appropriate eg. the IT Board, Efficiency Board,