# Attachment: Project Outline Template

|  |  |
| --- | --- |
| **Project Name:** | **Organisation:** |
| **Executive Summary [max. 150 words]** | |
|  | |
| **Project Objectives and Aims [max. 300 words]** | |
| *Consider the following:*   * *What do you hope to achieve with this grant funding?* * *What is the key goal for the project?* * *What actions are you going to take to achieve the key goals?* | |
| **Post Project Completion [max. 200 words]** | |
| *Provide a description as to what the project will achieve at completion. Consider the following:*   * *What are some key identifiers of success for the project? E.g. A market ready version of your product, market entry pathway, proof of first customer.* * *What are the outcomes of the project?* * *What will the end of the project look like?* | |

|  |  |  |
| --- | --- | --- |
| **Project Delivery Schedule** The Project Delivery Schedule should outline all tasks required to complete the project and the expected timing for each task.  The intent of the Project Delivery Schedule is to demonstrate awareness of all the key tasks required to deliver the project and demonstrate that the proposed project timeline is realistic and achievable. | | |
| **Task** | **Start Date** | **End Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Risk Register**  See below guidance for completion | | | | | | |
| **#** | **Risk** | **Impact** | **Initial risk rating** | **Mitigation** | | **Residual risk** |
|  |  |  | (Before treatment strategies in place) | **Action** | **Risk owner and timeframe** | (Once treatment strategies in place) |
| 1 | Risk:  Source: |  | Consequence:  Likelihood:  Risk rating: |  |  | Consequence:  Likelihood:  Risk rating: |
| 2 | Risk:  Source: |  | Consequence:  Likelihood:  Risk rating: |  |  | Consequence:  Likelihood:  Risk rating: |
| 3 | Risk:  Source: |  | Consequence:  Likelihood:  Risk rating: |  |  | Consequence:  Likelihood:  Risk rating: |

**Guidance for completion**

1. Identify the key risks to the project within the ‘Risk’ column and list the main sources of this risk.
2. Identify the possible adverse impacts to the project arising from this risk within the ‘Impact’ column.
3. Provide an initial risk rating for each key risk (if the risk remains untreated) in the ‘Initial risk rating’ column. Risk ratings and likelihood of risks have been provided below.
4. Detail the actions you will undertake to manage and reduce each risk within the ‘Mitigation column. Assign a risk owner, who will be responsible for management of the relevant risk, and timeframe.
5. Identify the residual risk rating for the project once the treatment strategy is in place within the ‘Residual risk’ column. Applicants should assess the consequence and likelihood of the risks identified, in light of the scale and sensitivity of the project proposed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Rating**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | | **Consequence** | | | | | | **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** | | **Likelihood** | **Almost Certain** | Medium | High | High | Extreme | Extreme | | **Likely** | Medium | Medium | High | High | Extreme | | **Possible** | Low | Medium | Medium | High | High | | **Unlikely** | Low | Low | Medium | Medium | High | | **Rare** | Low | Low | Low | Medium | Medium | | **Likelihood of risks**   |  |  | | --- | --- | | **Category** | **Example of qualitative measures** | | **Almost Certain** | The event is expected to occur in most circumstances | | **Likely** | The event will probably occur in most circumstances | | **Possible** | The event might occur at some time | | **Unlikely** | The event is not expected to occur in most circumstances | | **Rare** | The event will only occur in exceptional circumstances | |