

## Project Worksheet 2

### PROJECT SET UP SHEET

**This worksheet addresses set up issues for an individual project. One of these sheets should be completed per project. Where you identify any gaps or areas requiring attention, make a note of what you are going to do about it.**

1.	<b>Project title</b>	
2.	<b>Priority</b> Rate as either Must, should, could Now, soon, later High, medium or low. Why is this?	
3.	<b>Champion</b> If you are the Project Leader and there is no formal Champion, who would you go to for guidance or support?	
4.	<b>Project Leader</b>	
5.	<b>What is the management team that set up the project?</b>	
6.	<b>Where did the project come from?</b> e.g. the business plan, departmental plan, as a result of customer research.	
7.	<b>Start date</b>	
8.	<b>Finish date</b>	
9.	<b>What is the status?</b> (In progress, stalled or not started)	
10.	<b>What Project Methodology should be followed?</b> (See <i>The UIMPROVE Projects Framework</i> section of your manual, page 7.9)	

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11.	<p><b>What is the remit?</b>          Is there a written remit for the project?          Are the five elements of the remit clear? (there is a full explanation of each of the five elements in your manual - see the <i>Steering Methodology</i> section of your manual, pages 8.12-8.13          Write the remit here.</p>	<p>(1)     <b>The project title</b></p> <p>(2)     <b>The subject to be worked on</b></p> <p>(3)     <b>Objectives</b></p> <p>(4)     <b>The scope, inclusions and exclusions</b></p> <p>(5)     <b>Timescales and interdependencies</b></p>
12.	<p><b>Who else needs to be involved? Say whether as a team member, key player or specialist.</b>          (See <i>The UIMPROVE Projects Framework</i> section of your manual, page 7.8)</p>	<p><i>If the project is underway, tick people who have already been involved.</i></p>
13.	<p><b>If the project is going to be kick-started or is a complex, team-based project, you may need a Facilitator. If this is the case, make a note here of the action to book one.</b></p>	