|  |  |
| --- | --- |
| **\*\*Rotary Club** | Click or tap here to enter text. Name of Rotary Club and location  |
| **Contact details** | Contact details of organising Rotarian(s). (By filling in these details the people named are prepared to share this information with other parties involved with the project). |
| **\*\*Project Title** | Suitable name for the project |
| **\*\*Beneficiary** | Name of organisation receiving help  |
| **Contact details** | Name of person(s). (By filling in these details the persons named agree to this information being shared with other parties involved with the project).  |
| **Business Partner(s)** | Name of Business Partner(s) |
| **Contact details** | Contact details of Business Partner(s) |
| **\*\*Background** | The background to the project. Enough information to inform the reader |
| **\*\*Project Benefits** | Designed to attract a business partner an outline of what the benefits are to the organisation, individuals or stakeholders in delivering the project |
| **Objectives** | The specific objectives for the project. NOTE: the objectives can be one line or more detailed text |
| **Scope of work** | Outline of what needs to be done. Also target dates for start and completion, anticipated resource requirements and any limitations on resource. |
| **Project Costing** | Details of costings |
| **Material requirements** | Details of any items necessary to complete the project. This should include costs where applicable as it may be necessary to raise funds or obtain grants for capital purchases. |
| **Success Criteria** | How you will measure the success of the project. NOTE: The success criteria must be measurable. |
| **Constraints** | Examples here can be specific (a skill which the project team must have) resources, deadlines and milestones, legal, health and safety |
| **Terms and Conditions** | Details of mutually agreed terms and conditions probably covered by a Memorandum of Understanding (MOU). To include insurance cover, liabilities (pre & post project completion) and responsibilities |
| **Key Assumptions** | The assumptions you are making in putting this document together. For example this could be that sufficient money is available for the project to proceed. |

**\*\*** Denotes mandatory fields to be filled in before submitting the form for circulation