



Rotary Business Partnerships Project planning Form

If you have a project idea to float or you are ready to submit your complete project details to the Rotary Business Partnerships team, please fill in the form with what you have so far and email to partners@rotary1220.org

Your name or name of Rotarian(s) taking the lead on the project plus their preferred contact details, e.g., email and/or phone.

By filling in these details the people named are prepared to share this information with other parties involved with the project.

Rotary Club

Project Title

Beneficiary

Who will benefit from this project? By filling in these details the people named are prepared to share this information with other parties involved with the project.

Start date of project (whether past or future)

What is the proposed time scale for completion of the project?

Background

How did this project come about?

Project Objectives

The specific objectives for the project.

NOTE: the objectives can be one line or more detailed text

Scope of Work

Please outline of what needs to be done. Also target dates for start and completion, anticipated resource requirements and any limitations on resource.

If the project or fundraising for the project has already started, what have you achieved so far?

Has there already been some positive progress in any area of the project? e.g., offers of help or collaboration, funding, some work already completed, publicity amongst the local community.

Project Costings

Please provide details of monies spent so far (if any) and estimated future costs.

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

What requirements, restrictions, or difficulties do you predict could impair progress or success? Examples here can be specific (a skill which the project team must have) resources, deadlines, milestones, legal, health & 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.

Please send to partners@rotary1220.org

