

Project Initiation Document

Project Title [must match to description on savings line in MTFP]

Responsible Manager [name]

Project Definition

See guidance

Savings to be made over duration of project:

	BSS		CC		EE		ELS		FSC	
	£'000	FTE	£'000	FTE	£'000	FTE	£'000	FTE	£'000	FTE
2011/12										
2012/13										
Total										

Dependencies on other projects

See guidance

Project milestone dates

Milestone	Date

Dependency on central functions

Number of staff likely to need to be consulted (headcount)	
Will the project require the Communication, Consultation and Community Engagement team to support the public consultation	
Will the project require changes to internal systems, procedures or IT systems	
What other central functions will you need advice and support from and when?	

Revision History

Version	Date of Approval	Summary of Changes

Changes to this document can only be made in joint agreement by the Responsible Manager listed at the top of the form and Lizi Payne (Corporate Accountant, Corporate Finance).