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| --- |
| Your Company |
| Project Dossier |
| [Type name of programme] |

Place your company logo here

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| Insert name of document authorSelect date |

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**Revision History**

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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Table of Contents

[1. Programme/Project ID 7](#_Toc352323568)

[2. Programme/Project Title 7](#_Toc352323569)

[3. Sponsoring Director 7](#_Toc352323570)

[4. Description 7](#_Toc352323571)

[5. Strategic Objectives 7](#_Toc352323572)

[6. Change Drivers 7](#_Toc352323573)

[7. Critical Success Factors 7](#_Toc352323574)

[8. Current State 7](#_Toc352323575)

[9. Corporate Goals 7](#_Toc352323576)

[10. New Capability 8](#_Toc352323577)

[11. Scope and Boundaries 8](#_Toc352323578)

[12. Delivery Strategy 8](#_Toc352323579)

[13. Benefits 8](#_Toc352323580)

[14. Assurance 8](#_Toc352323581)

[15. Timescales 8](#_Toc352323582)

[16. Costs and Budget 8](#_Toc352323583)

[17. Constraints/Deadlines 8](#_Toc352323584)

[18. Current Work 8](#_Toc352323585)

[19. APPENDIX: Supporting Documentation 8](#_Toc352323586)

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Programme/Project Title

*Insert the title of the programme/project.*

# Sponsoring Director

*Insert the programme/project’s sponsoring director.*

# Description

*Briefly describe the programme/project and its required outcomes.*

# Strategic Objectives

*Set out the programme/project’s strategic objectives. These may be based on corporate strategic and policy objectives.*

# Change Drivers

*Identify/list the driving forces that are influencing the need for this change programme/project. This could be based on the ‘PESTLE’ approach.*

|  |  |  |
| --- | --- | --- |
| Driver | Priority | Origin |
| *Brief description of the driver* | *Initial assessment of priority level (e.g. High, Medium, Low)* | *What is the origin/ source of this driver?* |

# Critical Success Factors

*List the Critical Success Factors (CSFs), against which the programme/project will be evaluated.*

# Current State

*Summarise the current (‘as-is’) state that represents the starting point for the programme/project.*

# Corporate Goals

*List the corporate goals (or Key Performance Indicators) that the programme/project will contribute to.*

|  |  |
| --- | --- |
| Goal/KPI | How Programme/Project Will Contribute |
| *Brief description of the corporate goal/KPI* | *Brief description of the contribution the programme/project will make to its achievement* |

# New Capability

*Describe the areas of the business which will be impacted by this programme/project and what new organizational or service capability will be delivered.*

# Scope and Boundaries

*State the boundaries within which the programme/project will work. What is included? Excluded?*

# Delivery Strategy

*Describe the possible strategies or approaches that may be adopted for delivery of the programme/project.*

# Benefits

*Describe the expectations in terms of benefits and improvements to the organization and operations as a result of delivering the new capability.*

# Assurance

*Set out the initial assurance arrangements for the programme/project i.e. how it will be assessed and validated.*

# Timescales

*Set out the estimated timescales for the programme/project.*

# Costs and Budget

*Set out the estimated costs for the programme/project. State the budgetary provision for this work.*

# Constraints/Deadlines

*Set out the potential constraints for the programme/project. Are there any specific deadlines for delivery?*

# Current Work

*Use the table below to list any current initiatives, programmes or projects that will come within the scope of (and be included in) this programme/project.*

|  |  |  |
| --- | --- | --- |
| Initiative | Description | Project Owner |
| *Title of the project and any ID/Ref* | *Brief summary of the Initiative* | *Who is the owner/sponsor?* |

# APPENDIX: Supporting Documentation

*Append any additional or supporting information to support this mandate*