

**Project Terms of Reference**

**Project:**

**Project Name**

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| **Date:** |  |
| **Version:** |  |

**Document Control**

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| **Version** | **Date** | **Author** | **Change** |
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**Approval**

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| **Approver** | **Job Title** | **Sign Off** | **Date** |
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# Background

Provide background to the project. What is the project? Where did the idea come from? Why should we do it? What sort of scale is it etc.?

# Objectives & Benefits

State the objectives of the project. What are we trying to achieve by doing this project? Be clear on the benefits that the project will deliver. Tie these back to your strategic goals:

* Will the project help you rescue more food?
* Will the project help you feed more people?
* Will enhance your reputation and help build credibility?

Benefits should be quantifiable and measurable.

# Guiding Principles

If known, state any design principles, philosophies etc. that will be followed. This is to avoid differences in opinion later in the project.

# Scope

State what is in and out of scope for the project. Changes to this can significantly affect the time/quality/cost so need to be clear and in agreement up front. Changes to this should be agreed in writing by all key stakeholders.

## In Scope:

## Out of Scope:

# High Level Plan

Provide as detailed a plan as you have. At this stage, it is likely to be only a high level plan with indicative dates (i.e. months rather than exact dates). The idea is to give an idea of the phases involved and the overall duration.

# Deliverables

A “Deliverable” is a piece of work that needs formal sign off from the key project stakeholders. Listing them up front ensures the project cannot go too far “down the wrong path” without people being aware.

# Assumptions

State any assumptions made in the planning of the project. This gives people a chance to question them and avoid any unfortunate delays/conflicts later in the project.

# Risks

State any risks that would impact the ability to complete the project on time, on budget and to the required quality. This could be lack of resources, conflicts with other projects/events, technical difficulties etc. This allows a chance to determine if any risks are too great to prevent the project from proceeding and avoid a “disaster” scenario later.

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| --- | --- | --- | --- |
| **Description of Risk** | **Likelihood****(H,M,L)** | **Impact****(H,M,L)** | **Mitigation** |
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# Resource Requirements

State what resources (people) are required to work on the project. If the name is known state that but if it is generic skill set (e.g. logistics expert) state that – the actual names can come later in the Definition phase. Give an estimate of what % of that person’s time would be required on this project.

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| --- | --- | --- |
| **Person** | **Role** | **Time (%)** |
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