**Project Mandate**

*This document is used to articulate the high-level objectives and impacts of a project, so that an investment and prioritisation decision can be made. It is also a very useful planning exercise and the first step to translate a strategy or idea into a formal project.*

*It must be completed for all business change projects that require resource beyond, or have a significant impact beyond, a single Faculty/Directorate, and/or involves a major investment request.*

1. **Background**

*[ Explain the context of the project, why it is needed, and why now? What are the current risks and issues with the current process / system / service? ]*

1. **Project Objectives**

*The aim of the project is to… [What are the main project objectives, be as SMART as possible]*

1. **Benefits / Desired Outcomes**

*The benefits of the project will be… [What is the desired result of the change – i.e. to increase X, to reduce Y? What will be better as a result of the project? ]*

1. **How does this project align with OBU priorities?**

*[ Refer to the priorities set out by VCG at the start of the planning round ]*

1. **Cost, budget and resources**

*[ Provide an indicative estimate of the cost of the project. State any anticipated income or costs that will be covered from other sources, being clear on the additional investment ask being made. ]*

*[ List the resources required to deliver this project – consider what staff time needs to be released from business-as-usual to work on the project, and what is needed from other areas (e.g. HR, ITS, EFM, etc.).*

1. **Timescales**

*[ Provide an indicative estimate of the duration of the project, and start / finish times if these are driven by constraints / deadlines ]*

1. **Constraints and risks**

*[ Are there any known constraints or major risks? For example, is there a deadline / time constraint, are the necessary resources (people, technology, etc) likely to be available? What critical things could go wrong? ]*

1. **Outline business case**

*[ Why should this project be approved - do the benefits merit the investment (time, cost, risk)? ]*