Logo, company name

Description automatically generated

Terms of Reference Template

<< Project Name >>

<< Author >>

# **Purpose of this document**

|  |  |
| --- | --- |
|  | * *To state the business drivers for and objectives of the project* * *To describe in outline the scope of the project* * *To state how the proposed project contributes to previously stated strategic business objectives, where applicable* * *To describe any assumptions, dependencies and constraints already known* * *To identify resources required for the Feasibility phase* * *To justify and secure funding for a feasibility investigation*   *Note: The primary purpose of this document is to justify the work required to determine whether the project is likely to be feasible from a technical and business perspective. All of the above should only be described at very high level. Expect only a sentence, a short paragraph or a short list of bullets under each heading*. |

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|  | **Project Role** | **Name** | **Signature & Date** |
| **Produced by:** |  |  |  |
| **Approved by:** | Business Sponsor |  |  |

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| **Revision History** | | | | |
| Name | Ver | Reason for change | Status | Date |
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# Table of Contents

Purpose of this document 1

Table of Contents 2

Business Driver 3

Objectives 3

Scope 3

Project Constraints 3

Benefits 3

Assumptions and Dependencies 3

Project Risks 3

Resources and Facilities Required 4

Timescale and Budget for next steps 4

Stakeholders 4

# Business Driver

State the reason for this proposal for a project in the context of strategic or tactical business objectives. A short paragraph should suffice

# Objectives

State the key objectives of the proposed project. These should be clearly related to the business driver and be described in terms of business problem or opportunity (not in terms of possible solutions). A short bulleted list should suffice.

# Scope

Present an initial view of the project scope sufficient to provide a focus for investigation in the Feasibility phase. Consider including what MUST be in scope, would IDEALLY be in scope and what is ruled OUT of scope. For clarity, consider inserting a simple context diagram to illustrate with people, processes and major information flows related to the likely system solution.

# Project Constraints

State any HIGH LEVEL technical and/or business constraints that are already known about. Ensure that regulatory and legal constraints are identified (e.g. must comply with current Financial Services Authority guidance, must deliver in time for next year end accounting process). A short bulleted list should suffice.

# Benefits

State at a high level the nature and magnitude of the anticipated benefits that would be enabled if the project were to go ahead. Consider both quantitative and qualitative benefits. State quantitative benefits in broad range that reflects a wide confidence estimate (e.g. increase revenues by £500,000 - £1m per annum, increase productivity by 3-5%). A short bulleted list should suffice.

# Assumptions and Dependencies

State any HIGH LEVEL technical and/or business assumptions or dependencies already known that must be considered moving forwards (e.g. depends on project x delivering y first, assumes new business growth trend is sustained). A short bulleted list should suffice.

# Project Risks

State any HIGH LEVEL risks associated with this project that are already known. There is no need for formal Risk Analysis at this stage. It is likely that the risks identified here will be related to the Constraints, Assumptions and Dependencies identified above (e.g. there is a significant risk of failure if we cannot train or otherwise acquire suitably skilled development staff). Ensure that risk associated with business change and business participation in the project is as actively considered as risk associated with the building more tangible aspects of the solution. A short bulleted list should suffice.

# Resources and Facilities Required

Identify any resources required for Feasibility and, if appropriate, Foundations phases.

# Timescale and Budget for next steps

Provide credible estimates of timescale and cost for the Feasibility and, where appropriate, Foundations phases. Remember that the work carried out in Feasibility should be just enough to determine whether the project is likely to be feasible so think in terms of days and weeks for this. Foundations work may be more extensive but should still only be a high level assessment estimated measured in weeks rather than months

# Stakeholders

List the key players who will need to be involved in the Feasibility phase and, where already understood, involved in the Foundations and later phases of the project should it be deemed feasible.