**Project Scoping Document**

**The details in this scoping document are subject to change**

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| **Project Title** |  | | |
| **Theme(s)** |  | **Timescale (est.)** |  |
| **Contact** |  | | |
| **Project Lead** |  | | |

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| **Project Summary**  (e.g. What this project is about, why it is important, and what activities will be delivered) |
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| **What problem is the project solving? (Relation to the theme)** |
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| **Project Objectives**  (e.g. The main outcomes from the project and what your project will achieve) |
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**Project Delivery**

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| **Activities**  (e.g. Methodology in chronological order) | **How will it be delivered?** | **Timeframe** (when and how long for -estimated) |
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| **Working group members**  (e.g. Roles that are needed, who could be involved) | **Responsibility**  (what tasks would these roles deliver) |
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| **Required Resources**  (e.g. Infrastructure, potential employees, services, consultancy, materials, equipment, expenses, insurance, software) | **Source** | **Costs** |
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| **Funding Opportunities**  (e.g. Current funding already received (if applicable), or sources for potential match funding- internal and external) |

**Considerations**

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| **Stakeholders**  (e.g., Those with an interest) | **Roles, Responsibilities, Scoped support**  (who, why and how help your project) |
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| **Legal, Health and Safety, and Safeguarding**  (e.g. How will you ensure it is safe) |
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**Outcomes**

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| **Indicators of Project Success**  (e.g. Criteria of how the project has been successful) |
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| **Evaluation**  (e.g. how will you evaluate your criteria above) |
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| **How Will the Project be Sustained?**  (e.g. Maintenance, continuing conversations) |
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| **Similar Projects – what other projects are there at the University that maybe similar or related** |
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