

Project resource requirement for political finance oversight institutions

Purpose

Setting out your project resource requirements (in terms of time, money, people, skills and equipment) will help you to ensure timely and successful project delivery.

This information should then be included in your business case.

Overview

Project name	
Project manager	
Project sponsor	
Project reasons	
Intended project outcome	
Intended beneficiaries	
Expected project timeframe	



Project resource requirements

You should answer the following questions for each of the project’s objectives and deliverables. You may need to work with the Heads of other teams in your organisation to make this a complete picture.

Resource requirements identified by	[Name]
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Project objectives

#	Project Objectives	Which teams need to be involved, and for what activities?	What could the time implication of such involvement be for each identified objective?	Which objectives could incur a cost and for what?	Which initiatives, activities, systems or processes within the organisation could be affected by each objective and how?
A				Description: Approximate cost: £...	
B				Description: Approximate cost: £...	
C				Description:	



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				Approximate cost: £...	
D				Description: Approximate cost: £...	

Project deliverables

#	Project Deliverables	Which teams need to be involved, and for what activities?	What could the time implication of such involvement be for each identified deliverable?	Which deliverables could incur a cost and for what?	Which initiatives, activities, systems or processes within the organisation could be affected by each objective and how?
1				Description: Approximate cost: £...	



2				Description: Approximate cost: £...	
3				Description: Approximate cost: £...	
4				Description: Approximate cost: £...	
5				Description: Approximate cost: £...	
6				Description: Approximate cost: £...	
7				Description: Approximate cost: £...	

<p>Assumptions</p> <p>What factors are considered as certain AND of significance to the project's success?</p>	
<p>Constraints</p> <p>Are there any significant limitations that the project will be bound by?</p>	
<p>Post-project implications</p> <p>Is there anything resulting from the delivery of this project that could have a very negative or positive impact after the project ends?</p>	<p>Negative impact</p> <p>...</p> <p>...</p> <p>Positive impact</p> <p>...</p> <p>...</p>

Project funding	Amount	Budget name/code	Budget holder
What financial resources are available to finance this project?	£		
	£		
	£		
	£		
	£		