



OVERVIEW & SCRUTINY PROJECT

Project Start Report (PSR)

(Incorporates justification, business case and approval stages).

Review topic:	
OSC Committee reporting to:	
Project consent date:	
PSR completed by:	
Service Manager/CMT responsibility:	

1.0 Opportunity / Idea and Background

1.1 *Briefly identify the required change or opportunity with key background information.*

2.0 Project Aims / Objectives

2.1 *Briefly identify the key objectives (outputs) of the project.*

3.0 Proposed / Expected Benefits

3.1 *State how the project will either deliver on corporate priorities; meet legislative change; deliver savings/commercial income. (Consider equalities & health impacts to inform EIA).*

4.0 Scope

4.1 *Briefly state remit/what's included / not included in the project.*

5.0 Project Analysis

5.1 *Briefly state the current position / evidence to support reasons for the review.*

6.0 Options

- 6.1 *Briefly state possible options for improvement that could be investigated as part of the review, include doing nothing.*

7.0 Work Schedule and Method

- 7.1 *Briefly state start/end/other key milestone dates, and how the project will be undertaken including what evidence is needed from where/who. (Specific detail can be provided in the separate project action plan as needed).*

SPG start date:	
SPG completion date:	
SPG report to O&S Chairs and SDSO:	
SPG report to OSC on:	
OSC report to Cabinet on:	

8.0 Financial Appraisal

- 8.1 *Briefly state anticipated resources to be used to undertake the project (including service officers as resource). (If possible/known, briefly state potential return on investment).*

9.0 Key Risks and Actions

- 9.1 *Briefly state any anticipated risks in undertaking the project / or not progressing the project at this time.*

10.0 Recommendations

- 10.1 **Recommendations will be made by the Scrutiny Project Group to the relevant Overview and Scrutiny Committee (OSC) at the end of the scrutiny project. OSC will consider the work and agree any recommendations to Cabinet or other decision making bodie(s).**

11.0 Project Team Structure

- 11.1 *Project team structure indicating roles / responsibilities is attached.*

12.0 Project Approval

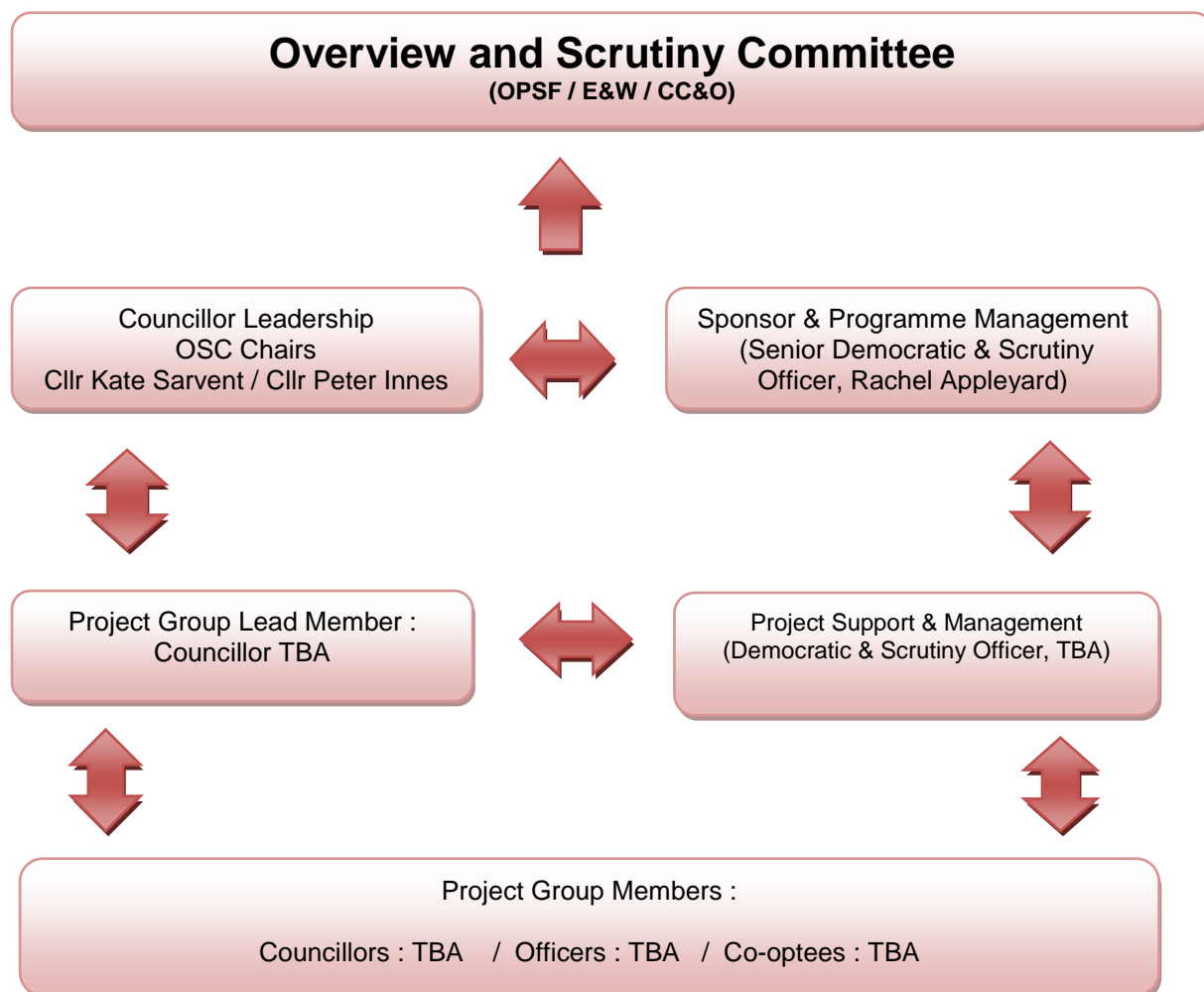
- 12.1 This section is for sign-off by the overview and scrutiny Chair(s) and Senior Democratic and Scrutiny Officer. This project has been approved for addition to the Scrutiny Work Programme by the Overview and Performance Scrutiny Forum (see consent date below).

Cabinet members and the senior leadership team have been consulted on the scrutiny work programme.

Relevant cabinet members and service managers have been consulted on this PSR (see dates below).

Relevant Cabinet Member & SLT/CMT/Service Manager(s) PSR Consultation date :	<i>Date consulted :</i>
SPG PSR approved by lead member:	
SPG PSR approved by SPG:	
PSR checked date :	Senior Democratic and Scrutiny Officer <i>checked :</i>
PSR approved for submission to OSC :	<i>Date approved by relevant OSC Chair(s) :</i> Cllr Kate Sarvent : Cllr Peter Innes :
SPG PSR approved by OSC:	

15. Project Team Structure



16. Role Descriptions

OSC :	Overall (statutory) approvals
OSC Chairs :	General leadership and support
Project Sponsor :	General leadership and support
Project Lead Member :	SPG leadership, direction and approvals (with SPG)
Project Manager :	Support and manage the project process