**TVLC Business Skills Development Module - 2022**

**Project outline guide for sponsorship application**

**(max 500 words)**

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| --- | --- |
| Name of Applicant  & Project Title |  |
| Project Sponsor | *Do you have a project sponsor? This will be someone (maybe your line manager) who will help with the project stages and remove potential barriers.* |
| Background | *Where did the project idea or improvement come from?*  *Describe any background detail to provide context.* |
| Project Scope | *Provide an overview of the change project* |
| Objectives | *List the project objectives* |
| Deliverables | *List of tasks to be completed or actioned* |
| Timescales | *List of what you feel needs to be done, with approximate timescales* |
| Potential barriers | *Any difficulties or problems you feel may arise with your project* |
| Stakeholders | *Everyone who will be involved in the project in some way – those who you may need to consult with.* |

**Please email your application by 31st December 2021 to**

**Sarah Summerson, Head of Learning and Development, Urgo Medical**

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