**Project Initiation Form – Children’s Services**

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| **Project Name** |  | | | |
| **Project Sponsor** |  | | | |
| **Lead Officer** |  | | | |
| **Project aim and objectives** *(200 words max)* | ***Notes:*** *What is the project aiming to achieve? What is the problem that you are aiming to address? Provide any relevant context which helps to explain why this problem is of particular importance.* | | | |
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| **Project Design**  *(500 words max)* | ***Notes:*** *Please explain your proposed project and how it seeks to address the problem you have outlined.*  *Include information such as:*   * *Location of delivery* * *Target population and ultimate beneficiary of the programme e.g. parents, infants, adolescents, care leavers* * *Activities involved in delivery of the programme/intervention, including who is involved in the delivery* | | | |
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| **Potential Impact**  *(400 words max)* | ***Notes:*** *Detail the potential impact of the proposed programme/project, including:*  *What are the specific outcomes you hope to improve e.g. wellbeing of children, domestic abuse, reduction in number of children in care*  *Evaluation of programme – what measures/methods will you use to evaluate the impact of the programme?* | | | |
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| **Link to Priorities**  *(200 words max)* | ***Notes:*** *Please describe how the programme will support the following the Wirral Plan Brighter Futures priority and objectives:*  *Break the cycle of poor outcomes*  *Reduce educational attainment inequalities*  *Raise the aspirations of all our children and young people* | | | |
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| **Success measures**  *(200 words max)* | ***Notes:*** *How will you know you have made a difference? What evidence will you gather to demonstrate that the project has been a success? – this can be subjective or objective e.g. KPIs* | | | |
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| **Details of any Dependencies**  *(200 words max)* | ***Notes:*** *Will the project may have an impact on another team? Who are the key stakeholders that we will need to consult with/notify?* | | | |
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| **Details of any Systems/Data Support** | ***Notes:*** *Will you need to baseline the new project and be expected to provide reports 3 months, 6 months, 12 months after implementation? This will be required to be scoped out with Tricia Thomas and the Data Insight Team in terms of what reporting mechanisms you require and to build the necessary reports* | | | |
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| **Timescale**  *To commence week commencing…* |  | | | |
| **Project Milestones** | ***Notes:*** *Please provide a summary of the project milestones using the table below:* | | | |
| **Activity Description** | **Methodology** | **Planned Completion Date** | **Owner** |
| 1. |  |  |  |  |
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| *(please add more rows if required)* |  |  |  |  |
| **Project Budget** | ***Notes:*** *Provide detail on the required project budget and how this project will be funded.* | | | |
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| **Monitoring and evaluation**  *(max 100 words)* | ***Notes:*** *How will the project be monitored? What reporting and oversight mechanisms will be in place? Please describe how the project will be evaluated?* | | | |
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