Describe the project

Fillable planning form / No commercial terms are assumed

Your name and role

Organisation or project name

Reply email (supply your own approved contact)

Project title

What should the first useful version achieve?

How does the work happen today?

Who will use it, and who can approve work?

Set the boundaries

Fillable planning form / Scope and evaluation

Essential records, fields and reports

Existing systems or external services to evaluate

Hosting, access, data or timing constraints

What observable evidence will demonstrate success?

Open questions and items outside the first scope

☐ I have removed passwords, payment secrets and unnecessary personal records.

Authorised signature when supplied: _____