

Planning a working environment project

1. Background

Describe the background for wanting to complete this project.

2. Objective

Describe the project vision and the success criteria to be achieved.

3. Participants

Describe the participants and actors in the project and state who the decision-makers will be.

4. Timeline

Describe what needs to happen, when, and who controls what.

5. Finances

Make a budget with needs and wants as well as options for obtaining sufficient financial resources.

6. External actors

Specify requests for necessary external actors and resources for the realisation of the project.

7. Laws and regulations

Identify any laws and agreements, company policy or internal regulations that may affect the project.

8. Activities

Specify which activities will be included in the project.

9. Information and communication

Describe the communication of information to actors involved and others during the project.

10. Follow-up

Specify what internal information routines there should be between the actors and how logbooks and minutes should be kept.

11. Evaluation

At the end, describe how the project will be evaluated.