 **Terms of Reference**

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| Initiative title |  |
| **Draft / Final & date** |  |
| **Sponsor** |  |
| **Author of ToR** |  |
| **Consultees** |  |

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| **1 Background**  Provide a brief description outlining why this initiative is needed and the benefits it will deliver to the area and the University. |
| Write here |

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| **2 Objective**  A summary of your key objective encapsulated in one sentence. Followed by sub objectives if deemed necessary. |
| Write here |

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| **3 Scope**  Identify the scale of the initiative in size, people affected and other impacts. |
| Write here |

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| **4 Criteria for success and evaluation**  What constitutes a successful outcome from this initiative together with any measures for its evaluation. |
| Write here |

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| **5 Proposed approach (Deliverables)**  Provide an outline of what will be involved and how this initiative will be carried out. |
| Write here |

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| **6 Who is involved (Stakeholders)?** Outline key stakeholders who will be involved in the actual initiative. |
| Write here |

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| **7 Time Scales**  Outline key timescales. |
| Write here |

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| **8 Resourcing**  Provide an indication of anticipated resourcing required for this initiative in consultant days (include preparation) and any £ costs. |
| Write here |

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| **9 Ancillary/supporting notes** |

Write here