 **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