**CSP Professional Network Funding Application and Scoring Form**

**Section 1: Professional Network Project Brief**

For completion by PNs: 1,000 words maximum

Please refer to the Background and Application Guidelines 2020 and the Example Project Brief(s)

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| **Title of Project:**  |
| Professional Network(s):PN Project Lead(s):Contact: e: t:  |
| Date:  |  |

**1. BACKGROUND**

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| * Put the project into context (of the wider healthcare situation):
* What is it that suggested the need for the project:
* How does the project fulfil the CSP Strategic Plan 2020-22:
* Which area of the CSP strategy does the proposed project fulfil:
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**2. OBJECTIVES OF THE PROJECT** This section might start “Completion of this project will result in....”. Objectives should be SMART – specific, measurable, achievable, relevant and time-bound. Avoid words like improve, optimise, clarify etc. These are vague words that mean you cannot measure your result. You should show how the objectives contribute towards and are consistent with CSP corporate objectives.

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| * What is/are the objective(s) of the project:
* What must the project achieve in order to be judged successful:
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**3. DELIVERABLES** Deliverables are the main outputs that have to be produced in order to achieve the project objectives. Deliverables should be tangible and might include things such as reports, consultation documents, ICT systems, trained staff, documents and marketing material.

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| * What products and/or services will be produced by the project:
* How will they be promoted during/on completion of the project:
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**4. OUTCOMES**

Think about whether the outcomes are tangible/intangible. What target should you set for each outcome? How are you going to measure achievement of each target? For example, all staff will be able to use the APT to assist in member queries.

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| * What benefits will the project deliver to CSP members:
* What will be the impact of this project, if successful:
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**5. SCOPE**

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| * What is included and excluded (if needed for clarity):
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**6. TIMESCALES** (if known)

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| * What are the estimated start and finish dates for the project:
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**7. OUTLINE ESTIMATE OF COSTS**

Provide your best estimate of the likely cost of completing this project. Provide detail at an appropriate level (you can always attach supporting calculations if working on a large/complicated project).Use the staff costs calculator to estimate what internal staff costs will be. Don’t forget to include a realistic contingency figure (you can discuss the level with your sponsor) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2020 | 2021 | Other, if applicable | **Total** |
| PN staff costs (number of staff and/or hours):When required: |  |  |  |  |
| Other costs associated with project:When required: |  |  |  |  |
| Any other funding agreed for project: |  |
| **Total Project Costs:** |  |  |  |  |
| **CSP bid amount requested:** |  |

**8. LINKS, DEPENDENCIES, STAKEHOLDERS**

|  |
| --- |
| * Does this project link to or depend upon other existing/proposed projects:
* Are there other stakeholders in this project:
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**9. RISKS TO SUCCESSFUL IMPLEMENTATION OF THE PROJECT**

From your current knowledge explain any areas of uncertainty that represent threats to the project objectives. These must be significant enough to help inform the Sponsor/SMT decision whether or not to approve the project to proceed.

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| * What are the main factors that could impact upon the project being successfully delivered:
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**Please return to the CSP by 5 October 2020 via:** **pnenquiries@csp.org.uk**

 **Section 2: CSP Professional Network Funding Scoring Form**

For completionby the CSP

Scoring that the CSP will use:

3 - Fulfils criteria; 2 – Mainly achieves criteria; 1 - Partially achieves criteria; 0 - Does not achieve criteria

|   | **Score:** | **Comments:** |
| --- | --- | --- |
| **1A**. There is a defined healthcare /strategic need that the project will fulfil |  |  |
| **1B.** The project is aligned with the CSP’s strategic plan and states which CSP Strategic objective(s) it supports <https://www.csp.org.uk/about-csp/our-strategy-2020-22> |  |  |
| **2.** The objective(s) are clearly defined  |  |  |
| **3A.** The deliverables are clearly described |  |  |
| **3B.**  The project includes dissemination, including a commitment to promote the completed project in collaboration with the CSP |  |  |
| **4A.** The benefits and impact are clearly described for patients/clients/CSP members |  |  |
| **5.** Theextent and limits of scope are clearly defined |  |  |
| **6A** The timeframe is realistic to deliver the outcomes including any implementation |  |  |
| **7.** The bid’s costs are realistic and include a small contingency  |  |  |
| **8.** Links, dependencies and stakeholders have been considered and included |  |  |
| **9.** Risks to the proposed project have been established and mitigated |  |  |

**Total score (out of maximum score of 33):**

**Project approved Y/N:**

**Amount of CSP funding agreed for the project:**

**CSP Feedback/any further information required:**