

Forum Project Plan Proposal

This form is designed to achieve two things

1. It should help the Forum Governance Group (FGG) reach an objective decision on approving bids. Bids of under £2,000 between full FGG meetings will be fast tracked for a FGG Chair decision, however this can be deferred if it is deemed necessary to discuss at the next full FGG meeting.
2. It should help you to define the activity to be funded and how this relates to your Forum strategic plan.

Your Professional Lead will sign off your fast track bid, to do this they will need;

1. A description of the activity to be funded and how it relates to the Forum strategic plan.
2. A description of what the outcomes are and how they can be measured.
3. A breakdown of the costs, including a phased budget.

Your Professional Lead cannot sign off your bid for consideration by FGG if

1. You have not connected the bid to Council Priorities
2. You have not involved a key stakeholder (for example if an event is required as part of a bid, the RCN Events team)
3. There is not enough evidence to a) demonstrate the need for the work and b) demonstrate how the work meets that need
4. The costs in the associated budget are not explained in detail or outside a policy e.g. accommodation and travel
5. There is a risk that the time-line is not achievable

When your Professional Lead has signed off your proposal, your co-ordinator will submit your completed form to the Head of Nursing Practice who will review the bid and then forward to the Governance team to process or return to co-ordinator with advised amendments.

Identifying your project Proposal

Forum submitting the bid

Forum member for feedback

Project Title

Brief description of activity to be funded

RCN Professional Lead Sign off by

Nursing Co-ordinator

Type of bid

Guideline/
Publication

Library exhibition

Member engagement

(electronic)/
factsheet/video etc

Subscription

CPD product

Briefly outline what the project involves and what activities/ outputs it includes.

[350 characters]

Why is this project needed? Explain how it will benefit members – if required please give a short example. [700 characters]

Please describe how the project reflects best clinical practice, research based evidence or leading edge nursing opinion. [700 characters]

If any additional evidence base is required to outline need for the project please give links to this evidence.

Please identify any possible conflicts of interest you are aware of for any member of the project team. [350 characters]

The RCN policy on conflict of interest, can be found at:
www.rcn.org.uk/aboutus/gov/policies/conflict_of_interest

Will this project need to involve other Forums or other RCN departments, regions or countries? Please detail how and if any discussions/ agreements made. [350 characters]

What impact will your project have on RCN diversity and equality policy? [350 characters]

You can find out more about the RCN's approach to diversity and equality by visiting www.rcn.org.uk

Please explain how you will tackle these issues through your proposal

How will you evaluate the project and determine if the outcome has been achieved? [350 characters]

How will you report/ disseminate outcomes of the activity? [350 characters]
e.g. A completed representation form, journal article

Project plan

You should be planning your work well in advance to allow time for approval processes and to ensure you have adequate time to prepare.

To help FGG understand the scope of what you are trying to achieve, please complete the details below ensuring you identify where your plans are dependent on other organisations or processes.

Please detail all major milestones in the delivery of this project. [1400 characters]

- This can include internal milestones such as deadlines for 'copy' or printing, but also external milestones such as significant consultation deadlines.
- Depending on length of project this should be predicted quarterly or monthly.
- All Projects will need to report to FGG quarterly and the quality dashboard updated with RAG rating according to progress against this plan and phased budget.

When do you propose to start this work?

What are the Key Performance Indicators? [350 characters each]

Please see additional guidance in checklist

Point 1

Point 2

When do you intend to complete this work? [50 characters]

Budget proposal

Please give a breakdown of all expenditure associated with this proposal. [100 words]

Please give an overview of costs and a phased budget will need to be included with the bid. If the project spans more than one financial year please reflect this in the phased budget.

Please see additional guidance on standardised costs, estimates should be obtained for bespoke products/ activities.

Item (A)	Cost (£'s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total (A)	_____

Please enter the total cost of your project proposal _____

Please enter the total amount you are asking FGG to approve (Total A – Total B) _____

Please give a breakdown of all income you are relying upon for this proposal. [50 words]

Please note, you can request to have a project accepted in principle and then funded by sponsorship (please discuss with sponsorship team to determine potential sponsors) or this could be on a partial funding bases in addition to sponsorship (e.g. 50%)

Any income must come back into FGG budget.

Item (B)	Income (£'s)
Sponsorship - _____	_____
Delegate income (estimated) - _____	_____
Other income – please describe below - _____ _____	_____
Total (B)	_____

Please return the completed form to your Nursing Co-ordinator.