**MAP Toolkit: Project Plan Template**

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| **Title of project** | ***Guidance notes:***  *What is the name of the project?* |
| **Project team** | ***Guidance notes:***  *State the name(s) of those people involved with project, both external and internal to the library and their roles in the project.* |
| **Resources required** | ***Guidance notes:***  *List all resources needed for project to be delivered, cost, people, time, technology, expertise/skills mix.* |
| **Timeframe** | ***Guidance notes:***  *What is the timeframe for the project? How long is going to take? Is there a date that it needs to be completed by?* |
| **Description of project** | ***Guidance notes:***  *Provide a short description of the project, including for example:*   * *What does the project entail?* * *Outline the project process* * *What are the expected outcomes?* |
| **Alignment to local, regional and national drivers** | ***Guidance notes:***  *Use this section to justify the service, why is it needed? Including:*   * *Library service objectives* * *Local, Regional, National drivers* * *Additional drivers e.g. 'professional body' requirements (Royal College of Nursing)* * *Evidence from published literature* |
| **Intended outcome for customer / organisation / library** | ***Guidance notes:***  *What is the project aim? / what would success look like? Think about how you are going to measure / evaluate to identify if the project has been successful.* |
| **Next steps** | ***Guidance notes:***  *What are you going to do now? What has or might change now?* |