

PROJECT SUBMISSION FOR BOARD CONSIDERATION

Proposed Title of Project plus brief description :

Estimated cost of the project:

(Costs should include both external costs and internal costs (e.g. staff wages))

£

Estimated benefits:

(Please include any 'notional' benefits)

£

Summary of work to be undertaken:-

If sanctioned - estimated finish date:

dd/mm/yy

Proposed Project Manager:

(who will responsible for the work)

Proposed Project Director:

(who will be accountable to the Board)

Names and signatures of all affected Departmental Managers signifying their knowledge and outline agreement with the project outline.

Name

Department

Signature

Company Secretary's

Acceptance for next Board meeting:

Date:

Notes:

1. Following discussion at the relevant Board meeting this document will form part of the Company's archives. The Project Manager will be informed by the Secretary of either sanction or rejection.
2. If it is considered that funding will need to be provided by The Swanage Railway Trust then a copy of this form will be forwarded to the Secretary of the SRT Council of Management.