# **Initial Work Proposal: xxxxxxx**

Initial Meeting Date: xx/xx/xxxx

# Contacts

*Who have you met to discuss this piece of work? Who are other key stakeholders that need to be on board?*

# Background

*What are the current issues? Who does this impact? What has triggered this conversation with Focus?*

# Opportunities

*What are the areas where Focus could help? What is the problem, and the scope of the work?*

# Expected Outcome

*What is the rationale for this initiative? What is the end game? (Use 5 Whys!)*

# Anticipated Benefits

*Where does the stakeholder see the primary benefits?*

### Operational improvements

### Financial savings

# Initial Ideas

*What initial thoughts have you and/or the stakeholder got for Focus involvement? Can be discussed with the Mgt team to explore ideas.*

# Any other information

*Ie: anticipated challenges; risks; timescale; resource availability; data available for benefits measurement.*

# VERSION CONTROL

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| --- | --- | --- | --- |
| **Version No.**  | **Purpose/Change**  | **Date**  | **Author** |
| 0.1 |  |  |  |