**UCL HR Community of Practice – Project Suggestion Form**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Department** | Click here to enter text. |
| **Email contact** | Click here to enter text. |
| **Project Title** | Click here to enter text. |
| **Suggested central HR lead team** | Click here to enter text. |

Please complete your project proposal with reference to the HR COP Community Charter.

|  |  |
| --- | --- |
| **Project Objective** | Click here to enter text. |
| **Business Aim** | Click here to enter text. |
| **Outline of proposed project i.e. what do you propose to deliver to the COP to achieve the aims and objectives above?** | Click here to enter text. |
| **Project justification i.e. why do you think the COP needs to deliver this project?** | Click here to enter text. |
| **Measures of Success** | |
| **Success measure** | Click here to enter text. |
| **Method of assessment** | Click here to enter text. |
| **Success measure** | Click here to enter text. |
| **Method of assessment** | Click here to enter text. |
| **Success measure** | Click here to enter text. |
| **Method of assessment** | Click here to enter text. |
| **Success measure** | Click here to enter text. |
| **Method of assessment** | Click here to enter text. |
| **Milestones** | |
| **Milestone 1** | Click here to enter text. |
| **Deadline** | Click here to enter a date. |
| **Milestone 2** | Click here to enter text. |
| **Deadline** | Click here to enter a date. |
| **Milestone 3** | Click here to enter text. |
| **Deadline** | Click here to enter a date. |
| **Milestone 4** | Click here to enter text. |
| **Deadline** | Click here to enter a date. |