



Feedback Form

Project Reference No	<i>Number assigned by Project Office</i>	Author	<i>Author's Name</i>	Date	
Business Unit	<i>Business Unit from which Problem, Business Opportunity or Idea originates</i>	Business Area	<i>Business Area with Business Structure</i>	Priority¹	<i>See Below</i>
Proposed Project Name	<i>Proposed Project Name</i>	Contact Name	<i>Name of the person to be contacted for further information</i>		
		Phone	<i>Contact Phone Number</i>		
		Email	<i>Contact Email Address</i>		
Description and Scale of Involvement	<i>This section makes clear which of the following applies:</i> <ul style="list-style-type: none"><i>The proposed project will have a significant effect on the Business Unit and resources are most likely to be required from the area to help develop and/or implement the deliverables from the project;</i><i>The proposed project might have an effect although it is unclear at this stage – this Business Unit will need to be kept informed in the future;</i><i>The proposed project is of no interest or relevance to the Business Unit</i> <i>If the first answer is given, there should also be a description of the size and scale of the contribution anticipated, for example will the project require full-time resources/teams from the area need to be involved in quality reviewing etc.</i>				
Suggestions, comments and anticipated benefits	<i>This section gives an opportunity to make constructive suggestions, point out any wider implications that may not have been considered and give general impressions about the initiative. If the Business Unit can anticipate benefits to themselves from the initiative, these should be stated.</i>				