

**Change Superhero Toolkit: Factsheet Template**

**Factsheet Template**

*Instructions: this document should be no longer than two pages and written avoiding technical jargon so that anyone can pick it up and understand what your project is about.*

**What is the Project?**

*Write answer – simple summary of what the project is*

**Why do we need the system?**

*Write answer – what is the case for change?*

**What does success look like?**

*Write answer – what is the vision for the future?*

**How does this fit with other on-going programmes and projects?**

*Write answer – this may not be relevant for your company*

**What and who is in scope?**

*Write answer – who are your stakeholders: both internal and external?*

**When is it happening?**

*Write answer – high level timeline & implementation plan*

**Where can I find out more information?**

*Write answer – include names and what part of the project they are responsible for*

