



## What is a project – How do you decide?

Each new piece of work should be considered on its own merits as, often the definition of what is and what is not a project is not clear cut. The table below can be used as a guideline.

A project is..... 	A project is not..... 
<b>Significant legislative changes, including new policies as appropriate</b> e.g. Allocations policy, CTB changes, Community Infrastructure Levy	<b>A policy review/rewrite</b> e.g. Gambling Policy, Recovery Policy
<b>Software upgrade or new installation</b> e.g. Automated Number Plate Recognition, Locata Housing software, I-Trent, CRM	<b>Monitoring &amp; reviews</b> e.g. Capital & revenue monitoring reports, corporate risk management. review of fees and charges
<b>Construction or refurbishment of buildings</b> e.g. Staines Town redevelopment, Knowle Green, Ashford multi storey car park	<b>Write offs</b> e.g. Council Tax, Housing Benefits, Sundry debts
<b>Introducing a new function/service</b> e.g. CRM, agile working, food waste	<b>Lease &amp; contract reviews</b> e.g. SLM, Village Halls, Christmas lights
<b>A substantial change to business as usual</b> e.g. Older Persons Review, Customer Service Review	<b>Business as usual</b> e.g. Leisure play schemes, Santa sprint, CBL, Grant administration
<b>Procurement</b> e.g. Staines Market, Hybrid mail, Steria	<b>Strategy</b> e.g. Active life style Strategy, Tenancy Strategy, Play pitch Strategy
<b>Tender for new business</b> e.g. Website project, Bailiff services	<b>Reports &amp; Newsletters</b> e.g. Press release, Borough Bulletin, Close of accounts
<b>Office Moves</b> e.g. Knowle Green	<b>Corporate &amp; Service plans</b> These may contain projects
<b>Asset related initiatives</b> e.g. APC, Laleham Park, Manor Park, Esso site, Moorings	<b>HR</b> e.g. Recruitment, appraisals, equality monitoring

For further advice, please contact any member of the Corporate Project Team.