



INNOVATION PROPOSAL TEMPLATE

Proposal Overview

Proposal Title	
Date	
Proposed By	
Summary of Idea	

Benefits

Benefit	Impact (High/Medium/Low)	Associated Organisational Goal



Risks

Risk	Likelihood (High/Medium/Low)	Mitigation Strategy

Implementation Plan

Step Description	Responsible Person(s)	Timeline	Resources Needed



Usage Instructions

1. Proposal Overview

- **Proposal Title:** Enter the title of your innovation proposal in the space provided.
- **Date:** Fill in the date when the proposal is being submitted.
- **Proposed By:** Enter your name or the name of the team proposing the idea.
- **Summary of Idea:** Provide a brief summary of the innovation idea you are proposing.

2. Benefits

- **Benefit:** List each benefit that the innovation will bring to the organisation.
- **Impact (High/Medium/Low):** Assess the impact level of each benefit and select 'High,' 'Medium,' or 'Low.'
- **Associated Organisational Goal:** Identify which organisational goal each benefit aligns with and enter it.

3. Risks

- **Risk:** Identify potential risks that could arise from implementing the innovation.
- **Likelihood (High/Medium/Low):** Assess the likelihood of each risk occurring and select 'High,' 'Medium,' or 'Low.'
- **Mitigation Strategy:** Describe how you plan to mitigate or manage each risk.

4. Implementation Plan

- **Step Description:** Outline each step required to implement the innovation.
- **Responsible Person(s):** Indicate who will be responsible for each step.
- **Timeline:** Provide a timeline for each step, specifying the start and end dates.
- **Resources Needed:** List any resources required to complete each step.