Terms of Reference – RiskScape Project

Use this to draft a Terms of Reference for your project. Instructions are provided in red and guideline word limits are provided. Remember that a ToR should be brief and cover What, Why, How, When and Who.

Purpose statement

200-300 words

[Briefly outline the background and core purpose of the project. This should include a summary of the rationale; who will be involved and what the aims are]

Audience

100 words

[Outline who the audience of this project will be. For example a Masters thesis or PhD thesis or for a specific users of RiskScape]

Benefits

100 words

[Outline any benefits that the project will provide]

Objectives

200 words

[Outline the aims and objectives]

Methodology

200 words

[Outline the methodology plan – as far as possible]

Project Coordination

[Bullet point who will be involved and what will their role be]

Timeframe

[Bullet point the main milestones and timeframe for the work]

Deliverables

[Bullet point the main outputs e.g. report, dataset, framework.]