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| **../Documents/Brand%20Guidelines%202016/Final%20brand%20resources/Logos/PNG%20files/ECITB%20white%20logo-01.pn**  **ECITB Project Collaboration Toolkit**  **Support Application** |
| Project Description & Status Summary |

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| **Section 1 – Your Details**  **(To be completed by the ‘Lead Project Entity’ Organisation)** | |
| First Name: | Surname: |
| Job Title: | Organisation: |
| Contact Telephone: | Email Address: |
| **Project Partner Organisations - Points of Contact**  **‘Lead Project Entity’** | |
| First Name: | Surname: |
| Job Title: | Organisation: |
| Contact Telephone: | Email Address: |
| **Contracting Partner** | |
| First Name: | Surname: |
| Job Title: | Organisation: |
| Contact Telephone: | Email Address: |
| **Contracting Partner** | |
| First Name: | Surname: |
| Job Title: | Organisation: |
| Contact Telephone: | Email Address: |

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| **Section 2 – Project Details** | | | |
| Project Name: | | | |
| Type of Project: Choose an item. | | | |
| Project Scope: | | | |
| Stakeholder Group (please identify all key project stakeholders or append a stakeholder matrix document): | | | |
| Location of Project Office and Key Team Members: | | | |
| **Section 3 – Project Support Required** | | | |
| During which of the Project Collaboration Toolkit phases does the project need to receive support? Please check the boxes that apply.   |  |  |  | | --- | --- | --- | | Establish a Collaborative Environment | | Retrospective\*? | | Setup Project for Collaboration | | Retrospective\*? | | Executive Collaborative Project | | Retrospective\*? | | Close out and Learn |  | | | **\* Please tick the retrospective box if your current project has completed this phase and you wish to evaluate your performance against the PCT retrospectively** | | | | | | |
| Has the project taken any steps toward the adoption of collaborative approaches so far? | | | |
| Explain why you believe a collaborative strategy would help the project achieve its objectives and the tangible benefits that you expect to be delivered? | | | |
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| **Lead Project Entity** | **Project Partner** | **Project Partner** | **Project Partner** |
| Signed By:  Click here to enter text. | Signed By:  Click here to enter text. | Signed By:  Click here to enter text. | Signed By:  Click here to enter text. |
| Print Name:  Click here to enter text. | Print Name:  Click here to enter text. | Print Name:  Click here to enter text. | Print Name:  Click here to enter text. |
| Job Title:  Click here to enter text. | Job Title:  Click here to enter text. | Job Title:  Click here to enter text. | Job Title:  Click here to enter text. |
| Organisation:  Click here to enter text. | Organisation:  Click here to enter text. | Organisation:  Click here to enter text. | Organisation:  Click here to enter text. |