Application form: Development Management Software Pathfinder Expression of Interest

## Introduction

Complete this form to apply for up to £150,000 of funding to take part in the [Development Management Software Pathfinder](https://localdigital.gov.uk/development-management-software-eoi) programme.

### How to complete this form

1. Applicants must have signed the [Local Digital Declaration](https://localdigital.gov.uk/declaration/).
2. Applicants must have senior stakeholder commitment (Head of Service level of above)
3. Make sure you complete all sections of this form.
4. All applications must be submitted, via this form, by 5:00pm on 26 November 2021.

For support on completing this form, **please refer to** [**the application guidance**](https://www.localdigital.gov.uk/dm-software-pathfinder-eoi-guidance/).

Once you've completed the form, email it to [DigitalPlanningTeam@communities.gov.uk](mailto:DigitalPlanningTeam@communities.gov.uk) with the subject line ‘Application to DM Software Pathfinder EOI’.

Please contact us with any queries at [DigitalPlanningTeam@communities.gov.uk](mailto:DigitalPlanningTeam@communities.gov.uk)

## 1. Basic Information

| **1.1 What is the name of your organisation?** |
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| **1.2 Who is the lead applicant for this funding bid?**  *The lead applicant should be the single point of contact for this funding bid, and will help DLUHC staff to arrange kick off activities with the council team members.* | |
| --- | --- |
| Name |  |
| Role |  |
| Email |  |
| Phone number |  |

| **1.3 Who is the Senior Responsible Officer sponsoring the project?**  *This person should be Head of Service level or higher.* | |
| --- | --- |
| Name |  |
| Role |  |
| Email |  |

| **1.4 Who is the Section 151 Officer in your council?** | |
| --- | --- |
| Name |  |
| Role |  |
| Email |  |

| **1.5 Which theme would you like to be considered for?**  *Theme 1: Making better use of planning application data*  *Theme 2: Improving publication of planning data*  *Theme 3: Increase sharing of reusable components or practices* |
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| **1.6 Who is your current provider of development management case management software?**  *Please list a named contact from your software provider, who will support the project team throughout this project phase* |
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## 2. Project details

| **2.1 Project title**  *Suggested title format: “Exploring [insert proposed ideas] to address [insert problem area]”* |
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| **2.2 Project description**   * *Write a statement about your proposed project that could be shared publicly in the event that you are selected.* * *Please include a description and the benefit it will bring. You are welcome to write this in the user story format outlined in the* [*Application Guidance*](https://www.localdigital.gov.uk/dm-software-pathfinder-eoi-guidance/)*.*   *Word count guide: 100* |
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| **2.3 Describe the common problem that your project will address.**   * *Tell us why this is a problem that is found in multiple local authorities* * *Please reference any previous or existing work.*   *Word count guide: 250* | |
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| **2.4 Tell us about your users**   * *Tell us about the users of your service - are they local residents and/or local authority staff?* * *Have you previously done any user research?* * *How do you anticipate changing and improving the user experience?*   *Word count guide: 250* | |
| --- | --- |
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| **2.5** **Describe how your project team will have the skills and time available to deliver the project in an iterative/agile, and user-centred way?**   * *Are there any existing user research and testing, service design or development skills in the team?* * *Is there any experience of agile, iterative working practices in the team?* * *How do you plan to work in collaboration with your development management software provider throughout this project?*   *Word count guide: 250* |
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| **2.6** **Tell us about your delivery plan**   * *Outline key dates and milestones for the project and describe how you will solve the challenge in this period. Please note that we expect the project to be ready to begin as soon as the funding is released, and for delivery to take place within 12 weeks.* * *What work has been done to date on the project?* * *How do you plan to work collaboratively with your development management software provider throughout this project?*   *Word count guide: 250* |
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| **2.7** **How much funding are you applying for to complete the project?**   * *You can apply for up to £150,000 funding* |
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| **2.8** **How will the total project budget be used?**   * *Outline an anticipated high-level project budget and resource plan.* * *Include, where possible, the cost of activities run with your software provider* * *If you or your software provider plan to contribute funds to the project budget, please also outline that here.*   *Word count guide: 250* | | | |
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| **2.9** **How will you openly share the learnings and outputs from the project as the work develops, both with the sector and with DLUHC?**   * *What tools and methods will you use to regularly communicate your progress?* * *How will your software provider be involved in this documentation and communication of learnings?* * *How do you intend to make your outputs available, reusable and accessible for others?*   *Word count guide: 250* |
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| **2.10 How will you know if the project has been a success?**   * *What does success look like for this project?* * *How will you measure the benefits of the changes?*   *Word count guide: 250* |
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## 3. Agreements with the Department for Levelling Up, Housing and Communities *[on behalf of your organisation]*

| **3.1 Confirm that you commit to delivering the project outputs listed in the table below within a 12 week period** | ***Tick box to agree*** |
| --- | --- |
| We have signed the [Local Digital Declaration](https://localdigital.gov.uk/sign/) and agree to follow the 5 core principles throughout their work on these products. |  |
| We agree to let all assets, resources and other relevant project documentation and outputs be published openly, so that they can be accessed and reused by other councils. |  |
| We agree to work collaboratively with the DLUHC lead contact, share project related data, take part in DLUHC organised events as appropriate and have regular meetings and open conversations about project scope, delivery and outputs. |  |