

<PROJECT TITLE>**Review of Proposal for Expenditure of Tas. Govt SPF***<Date>***Report for:** Microsoft SPF Steering Committee**Reviewer:** *<Name>***Project Scope:** *A brief description of the scope of the project.***1. Relevance to Evaluation Criteria***How does the project relate to evaluation criteria?***2. Relevance of Scope***Is the project scope appropriate?***3. Relevance of Technology Proposed***Is the proposed technical solution fit for purpose?***4. Comments on Partners Proposed***Do the proposed Partners have the required skills and/or experience?***5. Comments on Budget Requested in relation to Proposed Scope***Is the budget right for the project scope?***6. Risk Assessment***What risks have been identified in relation to the project? How will they be mitigated?***7. Program Management Allocation***Will any Microsoft resources be required to manage the project and/or involvement of the stakeholders?*

8. Technical Consulting Allocation

Will any Microsoft consultants be required to provide technical consulting or transfer skills to Partner or government agency staff?

9. Other Comments

Any other comments the reviewer feels should be brought to the attention of the Steering Committee.