| Step | Guidance Notes | Action |
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| Step 1:  Why might you have to consider stopping or pausing this idea from progressing?  Explain why this idea should not be taken any further.  Be clear on key points that must be true for the idea to progress.  Plan this at the beginning and don’t wait until things have gone awry. | **Reasons could include:**  This idea would not deliver the strategic objectives.  The strategic objectives have changed due to [x reason] and the idea no longer merits investment.  The business case criteria and Value for Money Assessments are unlikely to be delivered.  The law has changed and this cannot be delivered.  There is an affordability constraint and the idea cannot be taken further without funding.  There is a fundamental issue preventing this being delivered. Until that changes this idea cannot be progressed further.  There is lack of local / political support. Stakeholders can be crucial to getting a project over the line, however, sometimes we have to do things that are not popular. This will depend on the project objectives | Agree what the reasons are and document them here in plain English. |
| Step 2: What? | Identify what you would have to do as a group if you had to implement an exit from your idea. | Discuss and agree everyone’s roles and responsibilities. This discussion is easier in advance when relationships are not strained by live challenges to the idea. |
| Step 3: Who? | Agree the RACI for the Pause or Proceed Plan | Who needs to write Pause or Proceed Plan and who will implement it when it needs to happen? Do you need any help, resources or support? |
| Step 4: When? | When to check that your proposals are still fit for purpose against the strategic objectives. | Check at all decision-making stages or any external events that might impact or sooner. |
| Step 5: Why? | Consider and document what would happen if you do nothing and what are the implications of doing nothing? | ‘Do nothing’ has to be considered as an option in the Strategic Outline Business Case. That is not to say you should do nothing, rather that you should consider the consequences and impacts of doing nothing. |
| Step 6: How? | Discuss, agree and document how will you action this plan? | Who needs to lead on saying pause or proceed? Develop some terms of reference around that if is a group decision. If you pause with a plan to restart take all the necessary steps to make sure that can easily be done. |