|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Idea Name |  | | | | |  |  | | | |
| **Submitted by** |  | | | | | | | | | |
| **Priority Score**  [Prioritisation Matrix](https://collaborate.bham.ac.uk/it/PandD/Shared%20Documents/Gate%20Templates/Project%20Priority%20Scoring%20Matrix.docx) | Strategy | | Income / Efficiency | | Compliance / Risk | | | | **Total** | |
|  | /10 |  | /5 |  | | | /5 |  | **/20** |
| **Scored by** |  | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Initial Stage** *(What is the starting point for this project?)* | **Options Appraisal / Feasibility / Procurement  Start full project** | |
| **Indication of any preferred timescales** | **Start date** | **End Date** |
| **Business Owner (Senior)** | **Approved** | |
| **Business Lead** |  | |
| **IT Business Partner** or **Idea Lead** |  | |
| **IT Service Owner** |  | |

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| **1. Opportunity / Challenge** | *Please provide a brief description of the opportunity to be developed, or the challenge to be addressed* | | | |
|  | | | | |
| **2. Solution / Scope** | *Have any potential solutions been identified, or is there an initial view on project scope?* | | | |
|  | | | | |
| **Responses to ITS Procurement Questions for potential solution reviewed & acceptable?**  **(If ‘No’ this must be tracked during subsequent phases.)** | | | | Yes  No  No Procurement |
| **3. Value / Drivers** | *What value will be delivered, and are there any key drivers? (Refer to prioritisation score e.g. fit to university strategy, financial benefit, risk reduction and compliance)* | | | |
|  | | | | |
| **4. Funding / Resource** | *Is there an initial view on funding sources or requirements, or required resources?* | | | |
|  | | | | |
| **5. Will there be a requirement for an on-going IT Service from this idea?** | | | **Yes  No** | |
| **If Yes:** | | | | |
| **Will this service** | | **Replace existing service (s)  Create New Service(s)  Upgrade a Service (s)** | | |
| **Intended Customers** | | **Staff  Students  Distance learners  Externals** | | |
| **Service(s) to be replaced / enhanced** | |  | | |
| **Has an existing service been considered** | | **Yes  No  Reason:** | | |

|  |  |  |  |  |  |  |
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| **6. Preliminary Start Up Resource** | | *Please provide estimates and details of any preliminary resource requirements for the start-up this project* | | | | |
| Team | Resource Manager | | Start Date | End Date | Days | Specific details of tasks/activities |
| Business Analysis | Al Henbrey | |  |  |  |  |
| Project Manager | Liz Simcox | |  |  |  |  |
| Solution Architect |  | |  |  |  |  |