|  |  |  |  |
| --- | --- | --- | --- |
| 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** |  |

|  |  |
| --- | --- |
| **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:**  |

|  |  |
| --- | --- |
| **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 |  |  |  |  |  |