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| **Section A: Option Appraisal / Feasibility / Procurement Project Details** | | |
| **Project Title** |  | *Please name this document “Project\_Name – GD 2”* |
| **Programme Board** |  | |
| **Legislative Requirement** | **Yes  No  Comment:** | |
|  |  | |
| **Current Stage Description:** *(You can tick more than 1)*  **Options Appraisal  Feasibility  Procurement**  **Pilot / PoC / Prototype** *(complete section c)* | | *You may loop round this initiation activity more than once as you may need to undertake an option appraisal and feasibility stage to decide the approach and come back to request a procurement stage.* |
| **Project Executive** |  | |
| **Project Manager** |  | |
| **Business Owner** |  | |
| **Senior Supplier** |  | |
| **Project Board** |  | |

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| **Proposed Start Date** |  | | |
| **Proposed Completion Date for this stage** |  | **Reason** |  |
| **Desired Go Live Date (month)** |  | **Reason** |  |
| **Tolerance for this stage** (*Time within the Project Managers authority to change within proposed end date and latest possible end date)* | | | *Weeks* |

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| **1. Project Description** | | *Please provide a short layman description of the project including what success looks like* | | | |
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| **2. Project Scope** | | *Please include inclusions and exclusions of the full project. If known include a summary of any training required, the level of early life support required.* | | | |
|  | | | | | |
| **2a. Current System Integrations:** *Please list any integrations that this system currently has with other systems including spreadsheets and databases* | | | | | |
| |  |  | | --- | --- | | **Integration (to / from)** | **New / Expected to Change / Remain the Same** | |  |  | |  |  | | | | | | |
| **2b. Any APIs or Data Services Required?** *Please list any APIs required within the scope of this project, if any* | | | | | |
|  | | | | | |
| **3. Project Background** | | *(Optional field)* | | | |
|  | | | | | |
| **4. Work Package Scope** | | *If this is a work package for a specific department if part of a larger project e.g. IT, outline the department and scope of the work package if different from above.* **Not Applicable** | | | |
|  | | | | | |
| **5. Key Drivers and Benefits** | | *Please provide the main drivers for the project and the anticipated benefits* | | | |
|  | | | | | |
| **6. Key Risks/ Assumptions/ Dependencies** | | *Please outline the key risks and assumptions associated with this project and any dependencies with other projects, initiatives or ongoing work* | | | |
|  | | | | | |
| **7. Key Milestones/Deliverables** | | *Please list your key milestones and expected timescales* | | | |
| *Date* | *Milestone/deliverable* | | | | |
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| **8. Communication Required for this work package and stage** | | **Internal Service /College /School Communication  Communication to Specific Areas**  **Full Communication Plan**  **Will this require active promotion of a new / changed service: Yes  No** | | | |
| **9. Is there a requirement for an on-going IT Service or IT Resource** *(Including projects for brought in or hosted systems)* | | | | **Yes, New Service  Yes, Existing Service  No**  **Upgrade to existing service** | |
| **10. Will the implementation require downtime?** | | | | **No  Downtime specific systems  Full Downtime slot** | |
| **14. Will this include any Training Requirements?** | | | | **Yes  No  Cost:** | |
| **16. Budget** | | | | | |
| **Description of Costs for this options appraisal, feasibility or procurement stage** | | **Funding Source** | **Capital** | **Recurrent** | **Financial Year of Spend** |
|  | |  |  |  |  |
| **Description of Anticipated Future Costs** | | **Funding Source** | **Capital** | **Recurrent** | **Financial Year of Spend** |
|  | |  |  |  |  |

**Section B: Resources Required**

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| **Release Co-ordinator** *(Responsible for the SDP and completing the Release Checklist)* |  | |
| **IT Service Owner** *(Who in IT Services is responsible for the current Service or will be responsible for the new Service)* |  | |
| **Solution Architect** (*Who in IT Services will be leading on the solution, this can change during the project)* |  | |
| **Procurement: If this is an options appraisal / feasibility (Qu's a&b) or if procurement stage (Qu's c&d)** | *Note that once the Procurement Stage is complete, approval to proceed must be gained from Procurement and the Director of IT Services* | |
| **Does this project require procurement?** | | **Yes  No** |
| **Have the procurement questions been sent out?** | | **Yes  No**  Add link to questions |
| 1. **Responses to ITS Procurement Questions reviewed & acceptable? (If ‘No’ capture this as a milestone)** | | **Yes  No** |
| 1. **Has a milestone been added to this stage for all contract/terms and conditions reviewed & agreed?** | | **Yes  No** |

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| **Does this impact or include credit or debit card income?** | **Yes - project notified to the PCI DSS team          No** |
| If the project implements or impacts a solution or process for collecting income via debit and credit cards by any method, on-line, face-to-face, telephone or mail order, then notify the PCI DSS team via  [pcidss@contacts.bham.ac.uk](mailto:pcidss@contacts.bham.ac.uk).  The PCI DSS team will then assist to ensure the project meets the mandatory requirement that all income taken via credit or debit cards is in compliance with the Payment Card Industry Data Security Standard (PCI DSS). Compliance protects the customer, and critically the university’s reputation and ability to take payments via debit and credit cards. | |

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| **Please confirm that lessons learned information from previous projects has been collated and shared with the Project Board and Project Team members?** | **Yes  No** |
| **Please add any additional information following the Yes or No response to the above question:** | *Additional comments:* |

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| **Resource: Current Stage:**  *Definite requirements – this is the amount of resource that has to be committed to the project in order for work to start.*  *Resource estimations are provided by resource Managers and the Resource approval granted by ITLT.* | | *A month is based on 20 work days*  *1 day per month = 5% FTE*  *10 days per month = 50%*  *Please use 1 line per resource needed.* | | | |  |
| **Section** | **Team** | **Resource Manager** | **Start Date** | **End Date** | **Days** | **Specific resources from teams (details) & Tasks Required** |
| Application Services | Business Analysis | Al Henbrey |  |  |  |  |
| Integration and System Development | David Madden |  |  |  |  |
| Business Intelligence (BI) | Julian Kobylarz |  |  |  |  |
| Web and Digital Development | Chris Withers |  |  |  |  |
| Application Operations | Chris Broomfield |  |  |  |  |
| Quality Assurance | Stella Poole |  |  |  |  |
| Architecture & | Architecture & Innovation Team | Laurence Williams |  |  |  |  |
| Security | Security Team **(Required)** | Chris Bayliss |  |  |  |  |
| End User Services | College IT - Arts and Law | Mike Wrigley |  |  |  |  |
| College IT - EPS | Mark Cooke |  |  |  |  |
| College IT - LES | Stephen Cotton |  |  |  |  |
| College IT - MDS | Mark Connop |  |  |  |  |
| College IT - Social Sciences | Anthony Ford |  |  |  |  |
| EUS – Universal Services | Ian Marsden |  |  |  |  |
| EUS Professional Services | Ian Marsden |  |  |  |  |
| EUS – Microsoft O365 Team | Mark Smith |  |  |  |  |
| Core Infrastructure | CI Services Team VMWare | Ian McBride |  |  |  |  |
| CI Services –F5 |  |  |  |  |  |
| CI Services -Storage and Virtualisation |  |  |  |  |  |
| CI Services - Single sign-on |  |  |  |  |  |
| CI Services - Access and authentication |  |  |  |  |  |
| CI Services - Other |  |  |  |  |  |
| Technical Design Specialist | Spencer Webb |  |  |  |  |
| Network Operations | Emma Wade |  |  |  |  |
| Network Development | Renyk De’Vandre |  |  |  |  |
| Data Centre | Stuart Atkins |  |  |  |  |
| Telecoms Services | Gavin Williams |  |  |  |  |
| IT Service Desk | IT Service Desk **(Required)** | Andy Ferguson |  |  |  |  |
| Project Office | Project Office | Liz Simcox |  |  |  |  |
| IT Business Partnering | IT Communications | Tara Lamplough |  |  |  |  |
| IT Business Partnering | IT Business Partnering | Tara Lamplough |  |  |  |  |
| Service Management | Service Design – Anthony Steer | Cathie Dingwall |  |  |  |  |
| Service Transition – Andy Ferguson | Cathie Dingwall |  |  |  |  |
| Research Support | Research Support | Carol Sandys |  |  |  |  |
| Other Resource |  | |  |  |  |  |

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| **Estimated Resources for REMAINDER OF PROJECT -***(Estimated – this is the amount of resource that needs to be tentatively scheduled to complete the project)* | | *A month is based on 20 work days*  *1 day per month = 5% FTE*  *10 days per month = 50%*  *Please use 1 line per resource needed.* | | | |  |
| **Section** | **Team** | **Resource Manager** | **Start Date** | **End Date** | **Days** | **Specific resources from teams (details) & Tasks Required** |
| Application Services | Business Analysis | Al Henbrey |  |  |  |  |
| Integration and System Development | David Madden |  |  |  |  |
| Business Intelligence (BI) | Julian Kobylarz |  |  |  |  |
| Web and Digital Development | Chris Withers |  |  |  |  |
| Application Operations | Chris Broomfield |  |  |  |  |
| Quality Assurance | Stella Poole |  |  |  |  |
| Architecture & | Architecture & Innovation Team | Laurence Williams |  |  |  |  |
| Security | Security Team **(Required)** | Chris Bayliss |  |  |  |  |
| End User Services | College IT - Arts and Law | Mike Wrigley |  |  |  |  |
| College IT - EPS | Mark Cooke |  |  |  |  |
| College IT - LES | Stephen Cotton |  |  |  |  |
| College IT - MDS | Mark Connop |  |  |  |  |
| College IT - Social Sciences | Anthony Ford |  |  |  |  |
| EUS – Universal Services | Ian Marsden |  |  |  |  |
| EUS Professional Services | Ian Marsden |  |  |  |  |
| EUS – Microsoft O365 Team | Mark Smith |  |  |  |  |
| Core Infrastructure | CI Services Team VMWare | Ian McBride |  |  |  |  |
| CI Services –F5 |  |  |  |  |  |
| CI Services -Storage and Virtualisation |  |  |  |  |  |
| CI Services - Single sign-on |  |  |  |  |  |
| CI Services - Access and authentication |  |  |  |  |  |
| CI Services - Other |  |  |  |  |  |
| Technical Design Specialist | Spencer Webb |  |  |  |  |
| Network Operations | Emma Wade |  |  |  |  |
| Network Development | Renyk De’Vandre |  |  |  |  |
| Data Centre | Stuart Atkins |  |  |  |  |
| Telecoms Services | Gavin Williams |  |  |  |  |
| IT Service Desk | IT Service Desk **(Required)** | Andy Ferguson |  |  |  |  |
| Project Office | Project Office | Liz Simcox |  |  |  |  |
| IT Business Partnering | IT Communications | Tara Lamplough |  |  |  |  |
| IT Business Partnering | IT Business Partnering | Tara Lamplough |  |  |  |  |
| Service Management | Service Design – Anthony Steer | Cathie Dingwall |  |  |  |  |
| Service Transition – Andy Ferguson | Cathie Dingwall |  |  |  |  |
| Research Support | Research Support | Carol Sandys |  |  |  |  |
| Other Resource |  | |  |  |  |  |

**Section C: Pilot / PoC / Prototype**

*Please complete if a pilot*

**PILOT REQUIREMENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Measurements** | **Prority** |
| 1 | Improve collaborative working |  | Select One Option  Must Have  Could Have  Should Have  Would Like To Have |

**PILOT ACCEPTANCE CRITERIA:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Minimum** | **Maximum** | **Tolerance** | **Showstopper** |
| 1 |  |  |  |  |  |

**PROPOSED PILOT CLOSE:**

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| --- | --- | --- |
| **#** | **Description** | **Closure Details** |
| **1** |  | How will the results of the pilot affect the closure?  Will the pilot be retained and progressed into the next stage?  Will the data be retained?  Will access to the pilot be retained?  Will there be a review of the data and access configured in the pilot (by users during the pilot)?  OR  Will the pilot be decommissioned and all data and access removed? |