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**Digital and Service Design Team**

**Project Request Form**

This Project Request Form is the first step on solution development. The information you provide here will make up your business case – so it’s important that all questions are answered with as much detail as possible. If you would benefit from an informal discussion with a member of the team prior to completing this form, then please reach out to a member of the Digital and Service Design Team.

Once complete, the Project Request Form will be discussed and considered by the Digital and Service Design Programme Board. If required, it will go to the Digital Steering Group for approval.

Note: At Sport Wales we develop our digital solutions using an Agile Project Management approach where possible. This is a best practice approach used by the Centre for Digital Public Services and (UK) Government Digital Service. [The 10 Digital Principles](https://sport-wales-digital-blog.netlify.app/principles) will be followed throughout all projects without exception.

**Section 1 – Background**

**Lead Project Contact or Contacts**

*Include name, email, and directorate.*

**Name of Project Sponsor?**

*Project Sponsor to be at a leadership team level, responsible for budget, and appointed to the take ownership of the project. Responsible for day to day running of the project? Lead contact / Project proposer might be the same.*

**Initial project name (if any)**

**Project Background**,

*Please give any details of links to business plan or other relevant background.*

**What problem are you trying to solve?**

*Please see guidance on the minimum expected to kick off a project.*

**Section 2 -** **Digital Principles**

The [Ten Digital and Service Design Principles](https://sport-wales-digital-blog.netlify.app/principles) are the foundation on which we build services for our users.

The following questions are based on each of the principles and are central to the delivery of any project.

Please answer with as much detail as possible.

**What information do you have on users and the user-need for a solution?**

**How much time are you and your team able to commit to this project, from initiation to delivery?**

**Do you have any Insight or Research that supports the need for a solution?**

**Please give us details of any officers or project team who would work on developing the solutions and / or maintaining the solution.**

**Do you have any existing solution or any other software that would need to be factored into this project?**

**Section 3 – Project Need**

**Are you under any obligations, legal or other, to complete this project?**

*This can include digital accessibility, compliance issues, business plan priority areas, cyber essentials, etc.*

**What benefits or value will be delivered to Sport Wales as a result of the project and investment?**

**NEXT STEPS**

**Please submit this form to *Digital and Service Design Team***

[***DigitalandServiceDesignTeam@sport.wales***](mailto:DigitalandServiceDesignTeam@sport.wales)**with any other supporting information. The Programme Board will then review and respond accordingly.**