| **Stage** | **Project Brief** | **Project ID No.** |  |
| --- | --- | --- | --- |
| **Project Title** | **[Title of Project]** | | |
| **Version** |  | | |
| **Project Sponsor** |  | | |
| **Project Manager** |  | | |
| **Description** |  | | |
| **Project Categorisation (S/M/L)**  **(if known)** |  | | |
| **Strategic Importance** |  | | |
| **Benefits** |  | | |
| **Impact of not delivering** |  | | |
| **Major dependencies** |  | | |
| **Critical resources required, incl. ITS work** |  | | |
| **Estimated budget** |  | | |
| **Proposed start date** |  | | |
| **Proposed completion date** |  | | |
| **Project Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
| **Change Portfolio Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
|
|
| **Strategic Change Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
|
|

Project Brief

# **1 Background**

*[Why now? Explain the context of the project and why it is needed. What are the risks and issues with the current process / system / service?].*

## **1.1 Alignment with University priorities**

*[How will this project align with Brookes strategy and Faculty or Directorate priorities?]*

# **2 Project Definition**

*[These sections can be supplemented to suit the requirements of each project].*

## **2.1 Project Objectives**

The overall aim of this project is to…….[*explain in one or two sentences what your overall aim is]*

## **2.2 Project Scope and Exclusions**

*[Define the limits of the project: What is within and what is outside the remit of the project?]*

## **2.3 Project Deliverables**

*[List the required ‘products’ that the project will deliver and high level resource requirements (rough estimates from previous work). Include both end-products and intermediate products on which end products or benefits depend].*

## **2.4 Delivery resources**

*[For each deliverable, explain who is going to design and deliver this and approx. time required].*

## **2.5 Constraints**

*[Describe the constraints within which the project must operate, e.g. statutory requirements, business continuity considerations, restrictions on time, resources, funding and/or the eventual outcome, dependencies on other projects etc. Describe any ‘no-go’ areas for the project.]*

## **2.6 Interfaces**

*[List any linkages with other programmes, projects, directorates, faculties or other work within OBU].*

## **2.7 Assumptions**

*[List all assumptions made e.g. staff capacity to deliver, a dependent project delivering on time, any IT infrastructure you are assuming is going to is available etc.]*

# **3 Project Benefits & Outcomes**

*[What are the desired outcomes? These should be as ‘SMART’ as possible at this stage.]*

*[Best practice is to undertake a benefits workshop to produce a benefits map - insert map here if completed. See template and guidance on OBU Project Toolkit.]*

| **Benefits** | **Measures** |
| --- | --- |
| *[e.g. Increased access to service x for user y]* | *[e.g. w % increase in number of y users with access to service x over z period of time]* |
|  |  |
|  |  |

# **4 Outline Business Case**

*[Do the benefits merit the investment of funding, resource and risk?]*

*When assessing the Business Case for the project, consider the 5-case business case model:*

| ***The Strategic Case:*** | *demonstrate the project aligns with the University’s priorities* |
| --- | --- |
| ***The Economic Case:*** | *demonstrate the project provides value for money* |
| ***The Financial Case:*** | *demonstrate the project is affordable* |
| ***The Commercial Case:*** | *demonstrate the project is commercially viable* |
| ***The Management Case:*** | *demonstrate the project will be delivered effectively* |

## **4.1 Financial business case**

*[Insert or link to the* [*project costs and savings plan*](https://docs.google.com/spreadsheets/d/1F6ERO46YKO_1LXz-7RAH-L7B0GK-_6_K/edit?usp=sharing&ouid=116768281069240015847&rtpof=true&sd=true)*]*

# **5 Tolerances**

*[Tolerance is the amount of deviation from plan that can be permitted without the need to refer to the Board for advice/resolution/decision. Outline project tolerances in terms of the Time, Cost, Scope, Risk, Benefits and Quality].*

# **6 Risks and Uncertainties**

*[Capture the key risks for the project from a high level, initial risk identification exercise. Think about the events that might arise that would jeopardise the project achieving its objectives? What can be done to prevent them arising or address them if they do? Risks may impact either on time, cost or quality of outcomes.]*

Likelihood: 1 = Rare and 5 = Almost Certain

Impact: 1 = Insignificant and 5 = Catastrophic

| **Risk & Description** | **Likelihood (1-5)** | **Impact (1-5)** | **Response Measure** |
| --- | --- | --- | --- |
| X caused by Y resulting Z |  |  | Risk mitigation measures:  Avoid  Control  Transfer  Watch  Accept |
| Example:  A delay in implementing a supported IdM system caused by unavailability of staff resulting in a delay in implementing a new Student Records System |  |  | Control:  Carry out a resource audit as part of the planning stage to ensure we have resource availability throughout the lifetime of this project, with temporary resourcing as required. |

# **7 Customers, Users and Other Stakeholders.**

*[Provide an initial outline of the identified customer(s) or customer groups, the users, and other individuals or groups who have a stake in the deliverables of the project. Stakeholder analysis will be used later in the project management process for developing your communications plan, a list is all that is needed now].*

# **8 Information Security[[1]](#footnote-0)**

*List the types of:*

* *data currently used*
* *by which processes / systems*
* *and known data owners*

*List the proposed types of data in scope of this project[[2]](#footnote-1):*

* *Personal Data: Yes / No*
  + *List type examples: Name, general information about a living person or Images of a person*
* *Sensitive Personal Data: Yes / No*
  + *List types examples: Something that can identify an individual as well and the racial or ethnic origin of the data subject; their political opinions; their religious beliefs or other beliefs of a similar nature; whether they are a member of a trade union; their physical or mental health or condition; their sexual life, the commission or alleged commission by them of any offence; or any proceedings for any offence committed or alleged to have been committed by him and the disposal of such proceedings or the sentence of any court in such proceedings.*
* *Data for general decision making: Yes / No*
  + *List types examples: A student's grades, an aggregation of hours worked on a project by staff*
* *Data used for making business critical decisions: Yes / No* 
  + *List type examples: Number of students on a course, Number of academic teaching on a course, financial aggregations used for decisions making*
* *Action:*
  + *Confirm you have permission from the Data Owner to use the data in this manner*

*This Information will be passed to the Info Management Team for review, discussion to confirm if a privacy risk assessment is necessary and suggestion of appropriate ISO27001 security controls to put in place.*

1. These will be assessed via: <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/> [↑](#footnote-ref-0)
2. <https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/> [↑](#footnote-ref-1)