SBPOG Project Request Guidance

1. Bids for funding should be made using the SBPOG Project Request Form.

2. When bids are received for funding or staff time, the bid will be allocated to one of three sub strategies. There is an IT Services person responsible for monitoring the progress of projects against these strategies and for ensuring that the project stays within the resource allocated.

    - Corporate and Business Strategy **(CABS)** – Kevin Evans
    - Infrastructure **(INFR)** – Tony Evans
    - Learning, Teaching Assessment and Research Strategy **(LTAR)** – Paulette Makepeace

3. Discussions will need to take place with IT Services if you are making a request that will impact on their staff time. E.g. If you need a software developer, or you need technical support.

4. Complete the request form and return to sbpogrequest@southwales.ac.uk. If you have prepared a Business Case then attach this to the bid.

5. Submitted requests are distributed to SBPOG for discussion and approval.

6. SBPOG will only discuss bids that have been submitted to sbpogrequest@southwales.ac.uk by the request deadline: http://its.southwales.ac.uk/strategicprojects/sbpog-meetings/

7. You will be told if your bid is successful or unsuccessful usually within 1 week of the minutes being approved.

8. Successful requests are **prioritised** against other approved projects and go into a queue until any IT Services staff resource required becomes available.

9. Where appropriate projects will utilise the University's Project Management Framework**.** All projects will be monitored by Project Assurance Board (PAB). Projects that are in the waiting queue will regularly be reviewed to ensure that they are still relevant. Projects that require additional funding or resource will be raised by PAB to SBPOG for a decision.

10. Upon completion the project is formally **closed** by PAB, who will inform SBPOG.

Completing the SBPOG Project Request Form.

All sections must be completed before submission to: sbpogrequest@southwales.ac.uk

Sections A–G

1. Ensure that the title of the bid is clearly marked together with information outlining the: Proposer; Faculty/Corporate Department; Contact Details; Project Manager.

2. Using the USW Project Management Framework matrix attached, identify what project level should be attributed to the bid. Should the request be a Level 1 or 2, a PMF Business Case must be submitted to supplement the request.

3. Annually, the Vice-Chancellor's Executive Board (VCEB) will normally approve a number of strategic projects. Please indicate if your project has already received such approval.

4. If the bid requires the capturing of personal information, after submission to the sbpogrequest@southwales.ac.uk mailbox the form will be forwarded to the University's Information Compliance Team for checking prior to submission to SBPOG.

Sections H-N

5. Ensure the full requirements are outlined as this information will be used by SBPOG in considering the bid. This section requires a clear description of the requirements of the bid. The proposer is requested to outline the deliverables and benefits of the product/service, outlining the project milestones and due dates. The proposer should also outline the risks to USW if the bid is unsuccessful.

Sections O-R

6. Outline the best delivery mechanism chosen for the product/service requested. The proposer is also asked to comment on how the proposal supports the University's Welsh language commitments.

Sections S-X

7. If you are bidding for SBPOG finance, you need to demonstrate that you are aware of the ongoing running cost of supporting a project after it has been commissioned. The faculty /department may be asked to pick up the annual revenue cost associated with the project. If SBPOG believes that there are missing costs it could delay or reject your application. Please include **VAT figures** in all your costings. If the bid is looking for money and the project is approved, the money is set aside ready for when the project starts and will only return to the pool if the project is later cancelled. All spend against a project is authorised by the appropriate IT Head to make sure that it complies with the project bid and that it is **within budget**.

Sections Y-Z

8. It is important that you show how much staff time will be required by yourself, the department, the University and also any time required from IT Services staff.

Queries on the SBPOG process should be emailed to: sbpogrequest@southwales.ac.uk.