**Strategic Business Process Owners Group**

**Project Proposal form**

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| **Project Reference: (SBPOG Admin Use Only)** | | | |
| a) Project Title: | | | | | | | | |
|  | | | | | | | | |
| b) Project Sponsor: | | | c) Project Manager: | | | | | |
|  | | |  | | | | | |
| d) Contact details of Project Sponsor: | | | | | | | | |
| 🖳  @southwales.ac.uk | | 🕾  Ext. | 🖃  Job Title:  Department:  Office Location: | | | | | |
| e) Using the USW Project Management Framework overleaf, what would you anticipate the project level attributed to this project?  *NB. Should your request be Level 1 or 2, a PMF* [*Business Case*](https://thehub.southwales.ac.uk/Interact/Pages/Content/Document.aspx?id=3061) *must be submitted to supplement the request.* | | | | | | | Level 1 / Level 2 /  Level3 / No PMF  *(Delete as appropriate)* | |
| f) Will this project, or its resulting product, require the capturing of personal information? | | | | | | | Yes / No | |
| g) With which USW strategic objective/key agenda/policy does this project align? | | | | | | | | |
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| **Description of the requirement(s). Each section should be completed as the information will be used in considering the request.** | | | | | | | | |
| h) What is the purpose of this project? | | | | | | | | |
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| i) Explain the deliverables and benefits. | | | | | | | | |
|  | | | | | | | | |
| j) Explain the main project milestones in delivering this project. | | | | | | k) Due by Date: | | |
|  | | | | | |  | | |
| l) Explain how the funding will be used. | | | | | | | | |
|  | | | | | | | | |
| m) Indicate who the main stakeholder groups are for this project. Please confirm that adequate consultation with relevant Strategic Business Process Owners has taken place. | | | | | | | | |
|  | | | | | | | | |
| n) What is the impact of this project on other systems and processes? | | | | | | | | |
|  | | | | | | | | |
| **Options Appraisal – the following section will be used to justify the project in terms of the best delivery mechanism being chosen for the Product/Service requested.** | | | | | | | | |
| o) Can this project be delivered via an external internet (cloud computing) based solution? | | | | | | | | Yes / No |
| Rationale: | | | | | | | | |
| p) Can this project be procured externally and integrated within the University’s ICT infrastructure? | | | | | | | | Yes / No |
| Rationale: | | | | | | | | |
| q) Can this project be developed in-house within the University? | | | | | | | | Yes / No |
| Rationale: | | | | | | | | |
| r) Does this project have implications for the University in terms of   1. Welsh language commitments? 2. Meeting Competition & Markets Authority (CMA) requirements? 3. Obligations under UKVI Tier 4? | | | | | | | | |
| Rationale | | | | | | | | |
| **Resources – the following section will be used to highlight required resources so that the appropriate cost against benefit of the proposal.** | | | | | | | | |
| **Capital and Revenue** | s) Total Capital Cost of Project\*: | | | £ | | | | |
| t) Capital contribution requested\*: | | | £ | | | | |
| u) Capital contribution received from other sources\*: | | | £ | | | | |
| v) If applicable, how will the difference be secured? | | |  | | | | |
| w) Do you have the on-going annual Revenue funds to maintain this Project? | | | Yes / No | | | | |
| x) Is a contribution to annual Revenue costs requested? If so, how much\* and for how many years?  *(Please note, anything not requested at this time will need to be re-submitted as a new request at later date).* | | | £ | | | | |
| ***\* All costs should include VAT*** | | | | | | | |
| **Staffing** | y) What staffing resources are being given to this request from the sponsors Faculty/Corporate Dept.: | | |  | | | | |
| z) What staffing resources are being requested from IT Services? | | | **Please contact** [**IT Services**](mailto:sbpogrequest@southwales.ac.uk) **to complete.** | | | | |

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| **Faculty/Corporate Department Commitment – the following section requires signatory from the Dean/Corporate Head before it can be submitted to Strategic Business Process Owners Group for consideration.** |
| In order for this project to be submitted for consideration, please complete this section.  Should the request be approved by Strategic Business Process Owners Group, the aforementioned commitments will be made available to the Project. You will be notified by email of the outcome of the request within 7 days of the Strategic Business Process Owners Group meeting. For further information regarding the bidding process, please click [here](http://its.southwales.ac.uk/vcebict-requests/).  **Name (please print): ................................................................**  **Faculty/Corporate Department: ...............................................................**  **Signature (electronic):**  **Date:** |
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(Proposal form to be submitted to the Secretary of [Strategic Business Process Owners Group](mailto:sbpogrequest@southwales.ac.uk) )

**Admin only**

PMF matrix: Y/N Business Case (L1 & L2 only): Y/N Information compliance: Y/N

Lead: TE/PM/KE Finance ratified: Y/N IT Services staffing verified: Y/N Signatory: Y/N

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| **Project Type Matrix** | | | | | | | | | |
| **Criteria** | **1** | **2** | **3** | | **4** | **5** | **6** | **7** | **8** |
| **Assurance** | | | | | | | | | | Score |
| Have we delivered this product before? | Routine | Many times | | Once or twice |  | Similar product (not the same |  |  | Never |  |
| **Resources** | | | | | | | | | | |
| Primary source of funding |  | Fac/Dept. | |  | Corporate |  | Research | WAG/HEFCW | EU |  |
| Overall project cost excluding staff cost | <£5k | £6-20k | | £21-75k |  | £76-250k | £251-500k | £501k-£1Million | £1Million + |  |
| Estimated internal staff costs | <£5k |  | | £6-20k |  | £21-50k | £51-100k | £100-250k | £250k + |  |
| Length in months | <1 | 1-3 | | 3-6 |  | 6-12 |  |  | >12 |  |
| Internal suppliers | None | Single (lead department / faculty) | |  | Multi departments / faculties |  | Multi incl. RWCMD / Merthyr |  |  |  |
| External suppliers | None | Single | |  | Multiple |  | Procurement / tender required |  | OJEU process |  |
| **Interactions** | | | | | | | | | | |
| Stakeholders |  | Fac/Dept. | |  | Corporate / Student body |  | Overseas |  | UK (HE) |  |
| **Politics** | | | | | | | | | | |
| Political interest | Insignificant |  | |  | Internal |  | External |  |  |  |
| **Risk** **Assessment** | | | | | | | | | | |
| Initial Risk Assessment | Low |  | |  |  | Moderate |  |  | Critical |  |
| Reputational Risk Assessment |  | Dept / Faculty | |  |  | University | International |  | External National |  |
| **TOTAL**  Non PMF <25  Level three = 26-38  Level two = 39-61  Level one = 62-84 |  |