New-initiative –Pre-Assessment Input Form

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| **Checklist Description:**  This form captures the requirement for a proposed technology investment. The purpose of the document is to provide substantiated context to **IT Strategy, Innovation & Architecture** for a technology strategic fit review and approval for appropriate IT guidance and support. The form has been divided into three parts – Section 1 contains a **Mandatory** section which must be completed by all new technology investments and an **Optional section** which only needs completing when a product or service has been identified as potentially meeting the requirement. Section 2 should be completed with an Enterprise Architect to assist in the impact assessment and proposed solution direction and Section 3 Is completed by Enterprise Architecture and calculates the recommended guidance path **Section 1: To be filled out by BP or line of Business requesting IT engagement** | | |
| **Mandatory:** | **BP or business user requesting new project or program review** | |
| **Name** | |  |
| **Email** | |  |
| **Phone Number** | |  |
| **Is this a project or program?** | | Choose an item. |

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| **Mandatory:** | | **Business Areas Impacted by this request** | | | | | | |
| **US** | | | **UK** | | **Group** | | **NGV** | |
|  | Electric | |  | Electricity Transmission |  | IT |  | Transmission | |
|  | Gas | |  | Gas |  | Finance |  | Distributed Energy | |
|  | Transmission & Capital Delivery | |  | Electricity System Operator |  | Legal |  | Large-Scale Renewables | |
|  | Customer | |  | Finance |  | Procurement |  | Technology & Innovation | |
|  | Finance & Business Services | |  | Business Services |  | Corporate Affairs |  | Corporate Strategy | |
|  |  | |  |  |  | HR |  | Corporate M&A | |
| **Other** | | |

<Replace with group name(s)>

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| **Mandatory:** | | **The Customer** | | | |
| Please provide a brief overview of the opportunity | | | | | |
| **Target Customer** | | |  | | |
| **Top Three Problems** this initiative could solve | | |  | | |
| **Economic benefits / rational justification** | | |  | | |
| **Current State (What are the business currently doing?)** | | |  | | |
| **For this request, how are we looking to implement a solution at National Grid?** | | | National Grid Long-Term Use |  | |
| National Grid Temporary Use Pilot - (A minimum viable product will be built and will move in to long term use) |
| National Grid Temporary Use Proof of Concept (A minimum viable product will be built but will be removed upon completion) |
| Partnership |
| **Qualitative / Enabling Impact** | | | Improved employee experience | | |
| Improved customer experience | | |
| Enables other benefit realization | | |
| **Quantitative Impact** | | | Find new ways of optimizing our operational performance through enhanced productivity and customer experience | | |
| Looking for opportunities to grow our business. Pursuit of electricity and gas transmission in the US | | |
| Looking for opportunities to grow our business. Pursuit of interconnectors and competitive onshore transmission projects in the UK | | |
| Future proof the business against the effects of a changing energy landscape | | |
| Reduction in headcount | | |
| Looking for opportunities in NGV with investment in the energy sector outside of our core business. | | |
| New Revenue enabling us to exceed the expectations of our shareholders | | |

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| **Mandatory:** | | **Business Criticality** | |
| Please provide a brief overview of the business criticality of the business processes that service or solution supports | | | |
| In the event of system / service failure, what is the maximum amount of data that it is acceptable to lose? (RPO) | | | Choose an item. |
| In the event of complete system / service failure, what is the maximum time that should be allowed to recover? (RTO) | | | Choose an item. |
| In the event of complete data center / site failure, what is the maximum time that should be allowed to recover? | | | Choose an item. |
| What is the required level of availability for the system? | | | Choose an item. |
| How many users (Total & Concurrent) will the system support initially and over the next 5 years? | |  | |

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| **Optional:** | **Overview If a potential new Company/Product or Technology has been identified** | | | | |
| If not using existing standard products and services, please provide a brief overview of any new technologies or services that have been identified as potentially being able to meet the requirements of the business. | | | | | |
| **Vendor Name** | |  | | | |
| **Vendor Industry** | |  | | | |
|  | |  | | | |
| **Product Name** | |  | | | |
| **Product Description** | |  | | | |
|  | |  | | | |
| **External Websites** | |  | | | |
| **What are the key Market Differentiators of this product?**  **(What would you want leadership, employees or customer to know?)** | | **Differentiator #1** | | **Differentiator #2** | **Differentiator #3** |
|  | |  |  |
| **Known vulnerabilities / issues / gaps** | |  | | | |
| **Other Considerations** | | **1** |  | | | |
| **2** |  | | | |
| **3** |  | | | |
| **4** |  | | | |
| **5** |  | | | |

# **Section 2: To be filled out with ENTERPRISE ARCHITECTURE**

Please identify type of request based on Section 1.

| **IT REQUEST TYPE ---- “WILL DRIVE FLOW OF WORK AND SHIRT SIZING”** | | | |
| --- | --- | --- | --- |
| Y/N | Request Type | Scope of Impact | Contact (as known) |
|  | Net New | Large & Transformational | EA Intake |
|  | Net New | Gap in BCM/TCM capability | EA Intake |
|  | Existing | Large but leveraging existing standards | Solution Delivery |
|  | Existing | Medium known extension of Applications in production | Solution Delivery |
|  | Existing | Small Maint and Enhancements | Solutions Delivery |
| Change type (Project / Program) | | Choose an item. | |

**BUSINESS AND TECHNOLOGY CAPABILITY ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory** | **Business / Technology Capability and Financial Impact** | |  |
| Provide details of where the proposed solution maps to the business and capability model. Also, provide an approximate cost of this initiative. | | |  |
| **Business Capability 1** | | Choose an item. |  |
| **Business Capability 2** | | Choose an item. |  |
| **Business Capability 3** | | Choose an item. |  |
| **Technology Capability 1** | | Choose an item. |  |
| **Technology Capability 2** | | Choose an item. |  |
| **Technology Capability 3** | | Choose an item. |  |
| **Financial Impact** | | Choose an item. |  |

## **BUSINESS PROCESSES EXIST WITH EXTENSION OR NEEDS ASSESSMENT:**

|  |  |  |
| --- | --- | --- |
| **Mandatory** | **Value Stream and Business Process Impact** | |
| Provide details of the key value streams and business processes this initiative will impact. | | |
| **Value Stream** | |  |
| **Business Process** | |  |

## **INFORMATION NEEDS ASSESSMENT:**

Describe the key information that either will be leveraged and/or is needed to meet business expectations/capabilities.

* Examples of data persistence/storage: C (create), R (read), U (update), D (delete).
* Examples of data access: Source, Operational, Transient (app specific store), Data warehouse
* Examples of data aging would include: Real time/ 12 hours/ 24 hours/ 1 year etc…

|  |  |  |  |
| --- | --- | --- | --- |
| Information Assessment | | | |
| Data Domain | CRUD | Data Access | Data Age |
| Customer |  |  |  |
| Account |  |  |  |
| **Supplier** |  |  |  |
| **Vendor** |  |  |  |
| **Corp Employee** |  |  |  |
| **Field Engineer** |  |  |  |
| **Invoice/PO** |  |  |  |
| **Financial Payment / Remittance** |  |  |  |
| **Asset** |  |  |  |
| **Rate / Renewal Quotes** |  |  |  |

## **ENTERPRISE TECHNOLOGY ASSESSMENT:**

Describe the key technologies that are proposed to be used as part of the solution

| Applications in scope | | |
| --- | --- | --- |
| EA SPOT App ID | EA SPOT App Name | New App? (Y/N) |
|  |  | Choose an item. |
|  |  | Choose an item. |
|  |  | Choose an item. |

| Interactions | | | |
| --- | --- | --- | --- |
| From App | To App | Master Data | Purpose |
|  |  |  |  |
|  |  |  |  |
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| Technologies in scope | | |
| --- | --- | --- |
| EA SPOT App ID | EA SPOT App Name | New Technology? (Y/N) |
|  |  |  |
|  |  |  |
|  |  |  |

| Use of existing strategic platforms | | |
| --- | --- | --- |
| Platform Vendor | Products or Services proposed | Web site for reference |
| Salesforce | Click or tap here to enter text. | Click or tap here to enter text. |
| SAP | Click or tap here to enter text. | Click or tap here to enter text. |
| Service Now | Click or tap here to enter text. | Click or tap here to enter text. |
| Maximo | Click or tap here to enter text. | Click or tap here to enter text. |
| Microsoft Azure | Click or tap here to enter text. | Click or tap here to enter text. |
| Microsoft Office 365 | Click or tap here to enter text. | Click or tap here to enter text. |

| Existing Webservices | Scope of Impact | Contact (as known) |
| --- | --- | --- |
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Please include (if known at this time) if any 3rd party software, hardware, services or data – please note this is EXISTING purchased or leased software (no additional purchases needed)

INCLUDE:

* IDENTIFY UX/DIGITAL NEEDS HERE:
* \\\\
* IDENTIFY ANY CUSTOM CODING NEEDs TO MEET BUSINESS REQUIREMENTS HERE:

## **Security / Risk Information**

|  |  |
| --- | --- |
| Have regulatory or audit compliance issues been considered | Yes  No |
| Is the initiative business scope well defined and expected to remain stable | Yes  No |
| Will confidential information be used by the system / application (PII, PHI, IP, PCI, CNI)? If yes, list all types in the comment field | Yes  No  Comment: Click or tap here to enter text. |
| Are there any special categories (revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership or personal information concerning health or sexual orientation) of personal information processed? | Yes  No |
| Are there payment information / credit card details | Yes  No |
| What is the business purpose for which confidential information will be processed | Click or tap here to enter text. |
| Will customers, suppliers, accounts have access to the confidential data | Yes  No |
| Will personal information be used for purposes other than the above stated business purpose | Yes  No |
| Who approves alternative use of the personal or CNI information | Click or tap here to enter text. |
| Will information be distributed, provided or otherwise made accessible to individuals other than its authorized users (eg. Report or e-mail distribution) | Yes  No |
| Will the application / system be used to create, edit or transmit documents to customers, suppliers, , accounts, etc. | Yes  No |
| Will there be a requirement (legal, regulatory or business driven to record the actions performed by users of the system / application, such that they cannot deny that they manipulated or transmitted information after the event occurred, i.e. non-repudiation | Yes  No |
| Please assess as high, medium or low risk the need for an audit trail of all activities to account for users actions. | High  Medium  Low |
| Has the business purpose been discussed or approved by Legal | Yes  No |
| Are there legal, regulatory or professional retention requirements applicable to the information that will be processed, (e.g. Sarbanes-Oxley regulations, privacy laws, etc.) | Yes  No |
| Is the processing of confidential information within the terms of the service provided or otherwise consented to by the customer or individual? | Yes  No |
| Has a Business Associates Agreement been signed if they are accessing confidential information? | Yes  No |
| Will an External Vendor be leveraged for this solution? | Yes  No |
| Will the external vendor receive or store data of any type? | Yes  No |

## **TECHNOLOGY DEBT ASSESSMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory** | **Technical Debt Impact** | | |
| Provide details of technical debt addressed by this solution. | | | |
| **Do any components of the proposed solution have an end of life date within the next 2 years?** | | Yes  No |  |
| **Does the proposed solution address Business Process problems identified in the EA Cube** | | Yes  No  N/A | |

## **EA VALIDATION OF ALIGNMENT TO BUSINESS AND IT STRATEGIES:**

Discuss alignment to the following….

|  |  |  |  |
| --- | --- | --- | --- |
|  | Critical Success Factors | Assessment of Initiative | Description / Add’l Information |
| Business | Supports rapid business change | Yes No N/A  Unknown |  |
|  | Promotes self service | Yes No N/A  Unknown |  |
|  | Supports real time transactions | Yes No N/A  Unknown |  |
|  | Scalable and flexible solutions | Yes No N/A  Unknown |  |
|  | Business Process Improvement | Yes No N/A  Unknown |  |
| Technology | Aligns to Reference Architecture |  |  |
|  | Security | Yes No N/A  Unknown |  |
|  | Application | Yes No N/A  Unknown |  |
|  | Infrastructure | Yes No N/A  Unknown |  |
|  | Presentation | Yes No N/A  Unknown |  |
|  | Leverages NG IT Strategy | Yes No N/A  Unknown |  |
|  | Develops repeatability | Yes No N/A  Unknown |  |
|  | Enables technology reuse | Yes No N/A  Unknown |  |
| Finance | Viable technologies | Yes No N/A  Unknown |  |
|  | Reduces business costs | Yes No N/A  Unknown |  |
|  | Assessment of Total Cost of Ownership | Yes No N/A  Unknown |  |
|  | Cost to implement and deploy | Yes No N/A  Unknown |  |
| Operations | High availability and predictability | Yes No N/A  Unknown |  |
|  | Partner with reliable technology vendors | Yes No N/A  Unknown |  |
|  | Develops integrated technical processes | Yes No N/A  Unknown |  |
|  | Technology that reduces business dependency on IS | Yes No N/A  Unknown |  |

# **Section 3: To be completed by the Enterprise Architecture Team**

|  |  |  |
| --- | --- | --- |
| **Mandatory:** | **Impact Assessment** | |
| **Level of technology change** | | Uses existing technologies which are not standards |
| **Commercial Impact** | | Commercial agreement already in place with an existing supplier but no licenses |
| **IT and business operating model impact** | | Uses existing skills and services |
| **Security Impact** | | Does not meet the baseline security requirements |
| **Delivery impact** | | Solution will be developed and delivered by an external organization |
| **Financial Impact** | | Above $5M |
| **Information Impact** | | Duplicates storage of existing data entities |
| **Review Date** | | Saturday, July 18, 2020 |