Code – Title

Project Brief

## Document Sign-off

|  |  |  |
| --- | --- | --- |
| Name | Role | Date signed off |
|  | Project Sponsor  |  |
|  | Service Owner |  |
|  | Project Manager |  |
|  | Programme Manager |  |

## Background

The project follows on from …….. XXXXXXXXXXX

This project will:

* XXXXX
* XXXXX
* XXXXX
* XXXXX

## Scope

XXXXXXXXXXXXXX

## Out of Scope

XXXXXXXXXXXXXX

## Objectives and Deliverables and Success Criteria

The overarching objective is XXXXXXXXXXXXXX.

Unless otherwise indicated, the deliverables are a success when accepted when accepted by the Project Sponsor and the Service Owner.

|  |  |  |
| --- | --- | --- |
|  | **Description of the Objective** | **Success Criteria** |
|  | *Description of the Deliverables needed to achieve the objective* |  |
| **Objective 1** |  |  |
| Deliverable D1.1 |  |  |
| Deliverable D1.2 |  |  |
| **Objective 2** |  |  |
| Deliverable D2.1 |  |  |
| Deliverable D2.2 |  |  |
| **Objective 3** |  |  |
| Deliverable D3.1 |  |  |
| Deliverable D3.2 |  |  |
| **Objective 4** |  |  |
| Deliverable D4.1 |  |  |
| Deliverable D4.2 |  |  |
| **Objective 5** |  |  |
| Deliverable D5.1 |  |  |
| Deliverable D5.2 |  |  |
| **Objective 6** |  |  |
| Deliverable D6.1 |  |  |
| Deliverable D6.2 |  |  |

## Requirements

Requirements are aligned with objectives and deliverables, and also the opportunity to realise the benefits.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | MoSCoW | Set By |
| Requirement 1 |  |  |  |
| Requirement 2 |  |  |  |
| Requirement 3 |  |  |  |
| Requirement 4 |  |  |  |
| Requirement 5 |  |  |  |

## Benefits

XXXXXXXXXXXXXXXXXXX.

………. to realise the following benefits:

1. XXXXXXXXXX

2. XXXXXXXXXX

3. XXXXXXXXXX

4. XXXXXXXXXX

5. XXXXXXXXXX

## Governance

### Portfolio Governance

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Division / Group / Team / College / School and Title** |
| Project Sponsor  |  |  |
| Programme Owner |  |  |
| Programme Manager |  |  |
| Portfolio Owner  |  |  |
| Portfolio Manager |  |  |
| Service Owner |  |  |

## Project Board

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Division / Group / Team / College / School and Title** |
| Project Sponsor  |  |  |
| Service Owner |  |  |
| Project Manager |  |  |
| Senior Supplier  |  |  |
| Solution Architect |  |  |
| Senior User |  |  |
| Senior User |  |  |

## Tolerances

XXXXXXXXXXXXXXXXXXX.

## Resources Skills and Cost

### Budget

College / School resources - XXX days or as required, expected to be 70 XXX days

ITI Resources - XXX days or as required, expected to be 70 XXX days

User Services - XXX days or as required, expected to be 70 XXX days

Project Services - XXX days or as required, expected to be 70 XXX days

### Priority and Funding

Priority - 1 (Top)

Funding - 20 days (for Project Management)

## Project Team

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Division / Group / Team / College / School and Title** |
| Project Manager |  |  |
| Senior Supplier  |  |  |
| Solution Architect |  |  |
| Solution Development |  |  |
| Senior User, Contributor |  |  |
| Testing, Contributor |  |  |
| Service Development |  |  |
| Communications Assistance |  |  |

## Quality of Project and Deliverables / Key Project Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Sign-Off means**  | **Date of Milestone** | **Who signs-off (Accountability)** |
| Start of Project  | Project can begin, is in line with Programme and Portfolio priority, has resource | 13 Mar | Sponsor, Programme Manager |
| End of Planning | Project can begin, is in line with Programme and Portfolio priority, has resource | 13 Mar | Sponsor, Programme Manager |
| XXXX | XXXX | XXXX | XXXX |
| XXXX | XXXX | XXXX | XXXX |
| Delivery | Change to Service can proceed | 15 Jul | Sponsor, PMservice owner/ service operations manager (helpline) |
| Handover to Support | support can take over running of the Service |  | service owner/ service operations manager (helpline) |
| Closure  | Project can close | 28 Jul | Sponsor, PM |

## Assumptions

XXXXXXXXXXXXXXXXXXX.

## Constraints

XXXXXXXXXXXXXXXXXXX.

## Risks

XXXXXXXXXXXXXXXXXXX.

## Issues

XXXXXXXXXXXXXXXXXXX.

## Previous Lessons Learned

XXXXXXXXXXXXXXXXXXX.

## Dependencies

XXXXXXXXXXXXXXXXXXX.

## Communication

XXXXXXXXXXXXXXXXXXX.

## Run / Grow / Transform

Transforms existing supported/managed desktop service for Apple Macintosh (Mac) computers.

## Alignment with Strategic Vision

The elements of the IS Strategic Vision that this projects contributes have a commentary.

|  |  |
| --- | --- |
| **Student Experience** | **Commentary** |
| Student experience and the unique Edinburgh offer |  |
| Online and distance learning leaders |  |
| Library national and international leadership |  |
| **Research and Innovation** |  |
| Research IT and Data Sciences |  |
| Innovation |  |
| Collaborative leadership and social responsibility |  |
| **Service Excellence** |  |
| Process improvement, efficiency, quality and best practice |  |
| Long-term IS strategic planning and linked professional services  |  |
| Information Security |  |

University's Strategic Vision for 2025 the main elements of the vision that this projects contributes have a commentary.

|  |  |
| --- | --- |
| **Vision Themes** | **Commentary** |
| A unique Edinburgh offer for all of our students  |  |
| all of our undergraduates developed as student/ researchers with clear, supported pathways through to Masters and PhD |  |
| all our students offered the opportunity to draw from deep expertise outside their core discipline |  |
| a highly satisfied student body with a strong sense of community. |  |
| Strong and vibrant communities within and beyond the University – making the most of our unique offer of world-leading thinking and learning within one of the world’s most attractive cities |  |
| Strong and vibrant communities within and beyond the University – making the most of our unique offer of world-leading thinking and learning within one of the world’s most attractive cities |  |
| A larger, more international staff who feel valued and supported in a University that is a great and collegial place to work, develop and progress  |  |
| More postgraduate students – underpinned by the best support in the sector to ensure we attract the brightest and best regardless of ability to pay |  |
| A strong culture of philanthropic support focussed especially on our students and on outstanding research capabilities. |  |
| Many more students benefiting from the Edinburgh experience (largely or entirely) in their own country – supported by deep international partnerships and world- leading online distance learning |  |
| Sustained world leading reputation for the breadth, depth and interdisciplinary of our research supported by strong growth in research funding and strong international partnerships – drawing from well-established and less well developed sourcesAn estate that matches expectations, responds flexibly to changing student and staff needs, and showcases the University |  |
| A deeper and earlier collaboration with industry, the public sector and the third sector – in terms of research; knowledge exchange; and in giving our students the best possible set of skills for their future |  |

|  |  |
| --- | --- |
| **Digital Transformation** | **Commentary** |
| Describe how the changes this project delivers will contribute to the digital transformation of the Service |  |

### IS Change Programme - How will this project's Deliverables and Benefits promote the Themes

|  |  |
| --- | --- |
| **IS Change Programme Theme** | **How the project deliverables and benefits contribute to change** |
| Project Management |  |
| Working Together |  |
| Standards and Technical Leadership |  |
| Staff Learning and Development  |  |
| Service Based Culture |  |
| Equality and Diversity |  |
| Partnerships and Philanthropy |  |
| Flexible Resourcing |  |
| Communication and Branding |  |

## Service Excellence - Information and Security

XXXXXXXXXXXXXXXXXXX.

## Service Excellence - Process Improvement, efficiency, quality and best practice (Social Responsibility and Sustainability)

XXXXXXXXXXXXXXXXXXX.

## Digital Transformation

XXXXXXXXXXXXXXXXXXX.

## IS Change Programme - How will the execution of this project promote the Themes

|  |  |
| --- | --- |
| IS Change Programme Theme | How the project process will contribute to change |
| Project Management |  |
| Working Together |  |
| Standards and Technical Leadership |  |
| Staff Learning and Development  |  |
| Service Based Culture |  |
| Equality and Diversity |  |
| Partnerships and Philanthropy |  |
| Flexible Resourcing  |  |
| Communication and Branding |  |

## Project Sponsor – Project Responsibilities

The sign-off milestones are associated with specific responsibilities of the Sponsor role.

DONE = done already

(NR) = not required (will be delete from next draft)

? = discuss

(SP) = to be done by Sponsor

(PB) = project board to do

(PM) = project manager to do

(PT) = project team to do

*Who is responsible for …?*

**Start of project – Explicitly Included in the Initiation Milestones Sign-Off**

1. XXX Negotiates and confirms funding for the project
2. XXX Ensures the project is in line with organisational strategy and priorities
3. XXX Chairs the project board, appoints its members and ensures they are effective
4. XXX Advises the project manager of protocols, political risks, issues and sensitivities
5. XXX Makes the project visible within the organisation

**End of Planning – Explicitly Included in the Planning Milestone Sign-Off**

1. XXX Works with the project manager to develop the Project Brief
2. XXX Ensures a realistic project plan is produced
3. XXX Sets tolerance levels for escalation to themselves and to the project board
4. XXX Ensures that project team have representation and engagement from users and suppliers
5. XXX Helps identify Stakeholders
6. XXX Approves Communication Plan
7. XXX Agrees on frequency of meetings with Project Manager
8. XXX Agrees of frequency of meetings with Project Team
9. XXX Agrees on milestones and who signs-off

Development / Execution – ongoing

1. XXX Provides strategic direction and guidance to the project manager as directed by the Board
2. XXX Approves changes to plans, priorities, deliverables, schedule
3. XXX Encourages stakeholder involvement and maintains their ongoing commitment
4. XXX Chief risk taker
5. XXX Makes go/no-go decisions
6. XXX Communicates change in organisational structure, priorities, business benefits or funding
7. XXX Helps the project manager in conflict resolution
8. XXX Helps resolve inter project boundary issues
9. XXX Gains agreement among stakeholders when differences of opinion occur
10. XXX Assists the project by exerting organisational authority and the ability to influence

**Delivery – Explicitly Included in the Delivery Sign-Off**

1. XXX (Svc Owner) Ensures that Service is ready for change

**Closure - Explicitly Included in the Closure Milestone Sign-Off**

1. XXX Helps with publicity for the change delivered
2. XXX (or Svc Owner) Ensure that benefits will be managed, measured and realised post-project
3. XXX (PM) or (Svc Owner) Evaluates the project’s success upon completion