Project Proposal Template – IT Systems

Form completed by Karen Wilson May 2025

1. Project Overview

Field	Details
Project Name	University Academic Framework (Curriculum redesign)
Project Sponsor	Penny Haughan
Project Manager	DS/MF
IT Representative	Karen Wilson
Date	April 2025

2. Business Case Summary

Section	Details
Business Objectives	Moodle Interface: • Course creation (new modular structure) • Staff (academics creating newly structured content, IT staff altering interfaces in response to curriculum changes and new Moodle format) Moodle course templates • Student (new Moodle format) **SITS:** Module type changes – there may be effects on linkages with reporting, timetabling (poss attendance monitoring), Moodle interface changes – to create Moodle courses (based on Modules) correctly as needed. **SITS:** Transcript adjustments HEAR adjustments
Key Stakeholders	**Moodle Interface and Templates** Students Academic staff IT Services L&T **SITS Transcript and HEAR**

	Students Graduates
Expected Benefits	Changes in these areas are required due to Curriculum changes. Work on these areas will ensure continuity of student access, information, reporting, timetabling.
Risk Assessment	High priority

3. Feasibility Analysis

Section	Details
Technical Feasibility	The work is doable with enough staff and time, but will require timely decisions to be completed before August. *We depend on xyz being done by abc*
Capacity Analysis	*Any clashes with other work?* *Within our workload?* *Ask Andy and Mike Hall*
Resource Availability	CM – Moodle interface JS and L&T - Moodle course templates
High-Level Cost Estimation	*Number of hours of grade 8 and grade 6 staff*

4. Prioritisation and Alignment with IT Strategy

Section	Details
Alignment with IT Roadmap	We do not yet have a roadmap, as at April 2025
Prioritization	
Dependency Mapping	

5. Product Development Requirements

Section	Details
Functional Requirements	
Non-Functional Requirements	
User Experience (UX) Considerations	

6. IT Resource Planning

Section	Details
Resource Requirement	Staff

	Early information No changes after Moodle 2025/6 is live
Resource Allocation	
Timeline and Milestones	Moodle courses Moodle interface

7. IT Workstream Plan

Section	Details
Workstream Breakdown	**Moodle interface changes:** Modular changes inc exclusions, multiple modules Module types **Moodle template changes:** Template decisions dictated by Module info Incorporate L&T changes By May/June 2025 **Effects of new curriculum:** Training**:** Ensuring Student admin are aware of swapping students from and to modules Ensuring School and Faculty staff understand the effects of this as well
Integration Plan	
Testing Strategy	
Deployment Plan	

8. Commercials and Costs

Section	Details
Initial Budget Estimate	All work based on consistently minimal IT staffing levels and timing around existing essential work for IT during the May – Oct period.

8.1   Detailed Cost Breakdown

Category	Details
Software Costs	
Hardware Costs	
Resource Costs	Staff hours in IT
Training Costs	
Maintenance & Support	Ongoing monitoring after implementation
Contingency	

9. Governance and Approval Process

Section	Details
Feasibility & Capacity Approval	
Business Case Review	
Project Execution Gateway	
Change Management	

10.   Post-Approval and Execution

Section	Details
Monitoring & Reporting	
Risk Management	
Continuous Improvement	

11.   Sign-Offs

Role	Name/Signature
Project Sponsor	
Project Manager	
IT Lead	
Other Key Stakeholders	