



LIVERPOOL
HOPE
UNIVERSITY

Est. 1844

Stage	Project Brief	Project ID No.	
Project Title			
Version			
Project Sponsor			
Project Manager			
Description			
Project Categorisation (H) (if known)			
Strategic Importance			
Benefits	<ul style="list-style-type: none">		
Impact of not delivering			
Major dependencies			
Critical resources required, incl. ITS work			
Estimated budget			
Proposed start date			
Proposed completion date			
UPGG approval	Yes	No	Defer
Version: Date approved: Notes:			
VCAG/UEB (approval if required)	Yes	No	Defer

Version: Date approved: Notes:			
Council (if required)	Yes	No	Defer
Version: Date approved: Notes:			

Project Brief:

1. Background

1.1 Alignment with University priorities

2. Project Definition

2.1 Project Objectives

2.2 Project Scope and Exclusions

2.3 Project Deliverables

2.4 Delivery resources

2.5 Constraints

2.6 Interfaces

2.7 Assumptions

Staff capacity:.

Supplier capacity:.

3. Project Benefits & Outcomes

Benefits	Measures

4. Outline Business Case

The Strategic Case: .

The Economic Case:

The Financial Case:

The Commercial Case:

The Management Case:

4.1 Financial business case

	Annual	One off
Year 1		
Year 2		
Year 3		

5. Tolerances

- Time:.
- Cost:
- Scope:
- Risk:.
- Benefits.
- Quality:

6. Risks and Uncertainties

Likelihood: 1 = Rare and 5 = Almost Certain

Impact: 1 = Insignificant and 5 = Catastrophic

Risk & Description	Likelihood (1-5)	Impact (1-5)	Response Measure

7. Customers, Users and Other Stakeholders.

- External customers / users
- Internal customers / users

8. Information Security¹

Proposed data in the scope of this project include:

- Personal data
- Sensitive personal data
- Data for general decision making
- Data used for making business critical decisions
- Action: permission from data owner will be sought.

Assessment Tool for Identifying Major Projects

This tool is used to identify major projects and is based on the following characteristics:

- Total cost of the project
- Impact of the project on students and staff
- Complexity of the project
- Reputational impact on the University or College if the project runs into difficulties

The tool may be used as is or adjusted to meet the particular needs of the individual institution.

Characteristic		Mark	Project Score
Cost of Project Costs must include all time/resource spent on the project and not just the dedicated project team. A total cost of ownership approach is used which includes all project costs over 48 months including recurring costs	2m or over	15	
	250k or over	7	
	50k or over	5	
	20k or over	3	
	Under 20k	2	
Duration of Project	Over 12 Months	3	
	Between 6-12 months	2	
	Less than 6 months	1	
Impact on Staff and Students	Direct impact on students and/or staff across the institution	4	
	Direct impact on students and/or staff across a Faculty or large Professional Service Areas	3	
	Direct impact on students and/or staff at a School or single Professional Service Area	2	
	Impact on some students/staff within School or Professional Service area	1	

<p>Complexity</p> <p><u>High</u></p> <p>Four or more external stakeholders or partner organisations including external suppliers and/or</p> <p>Affects a large number of diverse stakeholders with significant changes to roles, business processes, IT systems and ways of working</p> <p><u>Medium</u></p> <p>One to three external stakeholders or partner organisations including external suppliers and/or</p> <p>Affects a large group of people having similar roles or expertise with some significant changes to business processes, IT systems and ways of working</p> <p><u>Low</u></p> <p>No external stakeholders or partner organisations and/or</p> <p>Affects few people with little or no change in business processes, IT systems and ways of working</p>	High Impact	4	
	Medium Impact	2	
	Low Impact	1	
<p>Reputational Impact</p> <p>If project gets into difficulties or its not delivered</p>	Potential for impact UK and/or international profile	4	
	Potential impact on national profile only i.e., OFS	2	
	Potential for local impact	1	
Project Score			
Major Project – Yes/No			

If score is 11 or over then the project will be considered Major.