



Stage	Propose Stage		
Project Title	[Title of Project]		
Version			
Project Sponsor			
Project Manager			
Description			
Estimated budget			
Proposed start date			
Proposed completion date			
UPGG	Yes	No	Defer
Version: Date approved: Notes:			

Project Proposal (Gateway stage 1)

This document is used to articulate the high-level objectives and impacts of a project, so that an investment and prioritisation decision can be made. It is also a very useful planning exercise and the first step to translate a strategy or idea into a formal project. It must be completed for all business change projects that require resource normally beyond, or have a significant impact beyond, a single Faculty/School//Department, and/or involves a major investment request. For further information of a major project please refer to the Project Management Framework. Please complete the Assessment Tool at the end of this document to determine.

1. Background

[Explain the context of the project, why it is needed, and why now? What are the current risks and issues with the current process / system / service?]

2. Project Objectives

The aim of the project is to... [What are the main project objectives, be as SMART as possible]

3. Benefits / Desired Outcomes

The benefits of the project will be... [What is the desired result of the change – i.e. to increase X, to reduce Y? What will be better as a result of the project?]

4. How does this project align with Strategic Plan priorities?

[]

5. Cost, budget and resources

[Provide an indicative estimate of the cost of the project. State any anticipated income or costs that will be covered from other sources, being clear on the additional investment ask being made.]

[List the resources required to deliver this project – consider what staff time needs to be released from business-as-usual to work on the project, and what is needed from other areas (e.g. Finance including Procurement, ITS, Estates, People Services, Legal Services, Students Services etc.).

[Where ITS resources are required (this will be for most projects) be sure to involve your ITS- in this stage; you will need their support in presenting the case for IT resources to be allocated to your project. Projects requiring input from IT where they have not been consulted will not be considered by UPGG]

[Finance will make an assessment of the capital and revenue expenditure at this stage. Evidence may be required to support this assessment and may be developed further through the subsequent gateway stages: Project Brief, Business Case, Project Initiation Document]

6. Timescales

[Provide an indicative estimate of the duration of the project, and start / finish times if these are driven by constraints / deadlines]

7. Constraints and risks

[Are there any known constraints or major risks? For example, is there a deadline / time constraint, are the necessary resources (people, technology, etc) likely to be available? What critical things could go wrong?]

8. Proposed structure of Project Team

[structure identifies the primary Project Stakeholders, i.e., who will be the suppliers of services to the project and who will use and benefit from the capabilities created by the project, this should include a diverse group of staff and student representation were possible..]

9. Outline business case

[Why should this project be approved - do the benefits merit the investment (time, cost, risk)?]

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	
Complexity High Four or more external stakeholders or partner organisations including external suppliers and/or Affects a large number of diverse stakeholders with significant changes to roles, business processes, IT systems and ways of working	High Impact	4	

<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>	Medium Impact	2	
	Low Impact	1	
<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>			
<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.