Title

Revision History (latest at top)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description  | Author |
| 2021 | Draft  | Building upon IPDR used for project requests in ILS since 2015 – updated to reflect inclusion of Estates.  | Rayna Lloyd |
| Oct 2021 | Draft  | Feedback from Finance (Kevin Woods)  | Rayna Lloyd |
| Oct 2021 | 0.1 | Sent to Capital Planning Group for review  | Rayna Lloyd |
| Nov 2021 | 1.0 | Further updates | Rayna Lloyd |
| Nov 2021 | 1.1 | Update to remove table of contents from Finance | Rayna Lloyd |

Please return requests as follows:

* ILS Requests Only - pmo-office@greenwich.ac.uk

# Guidance Notes:

The purpose of the Project Request form is to request any project or development work required from ILS:

* £0K to £150k capital spend will require PVC/Director and Business Partnering Function approval
* £150k to £300k capital spend will require DVC/ COO and AFD approval
* Can also be used to request ‘work’ for an initial ‘Proof of Concept’ or ‘Discovery’ Phase (assuming that phase is below £300K or a Business Case is required).
* Required for any internal ILS involvement required for a piece of work which will equate to over 5 days’ worth of effort
* Requires low-medium stakeholder engagement
* Represents low-medium risk to the university
* Will require budget holder signoff before submission.
* Any revenue spend requirements follow the PO purchasing approval processes and this should be agreed before submission of this form assuming this has already been agreed in the bu
* Any additional on-going revenue impact should be signed off before submission and could trigger a requirement for a Business case.

The request will also need to follow the [ILS Project Management Framework](https://www.gre.ac.uk/it-and-library/pmo) and [ILS Governance process](https://docs.gre.ac.uk/rep/information-and-library-services/it-governance-board-map) which you will be supported through by the ILS PMO.

Please also see the Project Management Guidelines (tba) which may also assist when creating a Business Case.

Please note that when completing the document, the blue text in *italics* is explanatory and can be deleted.

# Project Request Information

## Request Information

|  |  |
| --- | --- |
| **Request Information** | **Description**  |
| **Requestor Name:**  |  |
| **Request Title:** |  |
| **Faculty/Directorate & Department** |  |
| **Sponsor/Budget Holder** |  |
| **Date of Request:** |  |

## Project/Development Drivers

|  |  |
| --- | --- |
| **Request Drivers:** | **Please put a ‘X’ against the key project drivers** |
| ***Strategic:*** To deliver enhancement to enable strategic objectives |  |
| ***Business Improvement:*** To improve existing set-up for Business benefit. |  |
| ***Maintenance:*** To repair or maintain critical operations  |  |
| ***Compliance:*** To comply with business critical changes in legislation or regulations.  |  |

# Background and Proposed Solution

Briefly describe the background to this request, including any key problems it is aiming to address and the end delivery expectations. Please also include the key stakeholders who will be impacted by any changes and if you have already liaised with any other members of the UoG regarding this request.

## Objectives

*Please provide the key objectives of this request using SMART (Specific, Measurable, Achievable, Realistic, Timely). Please refer to the Project Guidelines for further information on SMART objectives.*

## Business Benefits

*Please outline the key tangible, quantifiable business benefits this project/request will deliver. Please refer to the Project Guidelines for further information on Business Benefits.*

## Timescales

Please advise of any key timescales relating to the request. Is there a specific time period the change needs to happen?

# Risks, Issues, Assumptions and Dependencies

Please detail any known risks, issues, assumptions and constraints in relation to this request.

# Finances

Please advise of any known one off and on-going costs for this piece of work and whether this has been approved by the budget holder. Please also confirm that you have confirmed this expenditure with your Finance Management Accountant and have liaised with Procurement if it requires any procurement processes. Where any of these costs or procurement are unknown, please also state this.

Please complete the following table:

**One off Project Costs, On-going Costs and Benefits**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | YR1  | YR2 | YR3 | YR4 | YR5 |
| **Project Costs****-****-****Total** |  |  |  |  |  |
| **Recurring Costs****-****-****Total** |  |  |  |  |  |
| **Benefits****-****-****Total** |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |

# Other Information

Please provide any further information you believe could be useful.

# 6 Governance – To be completed by ILS

## Summary of Feedback on Request

To be completed by the ILS and feedback from relevant governance boards.

Please provide feedback on this request, for example:

* Is there an existing solution available that could meet this request need?
* Are there any known risks/issues with the request?
* Feedback on requested timescales

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimate of Request Complexity** | **Low** | **Medium** | **High** |
| **Cost**  |  |  |  |
| **Risk**  |  |  |  |
| **Stakeholder Impact**  |  |  |  |
| **Resources** |  |  |  |

##

## Classification of Request

Please complete the below table based on this initial review:

|  |  |
| --- | --- |
| **Classification of Request Type** | **Please put a ‘X’ against the recommended Classification** |
| **‘Managed Project/Development’**  |  |
| **‘Monitored Project/Development’**  |  |
| **‘Development’** |  |
| **‘Maintenance/Business as Usual processes’** |  |

## Status of Request

Please complete the following table:

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Comments**  |
| **PMO receipt of request** |  |  |
| **ILS Triage Group**  |  |  |
| **Finance Agreement (if Capital)** |  |  |
| **Stakeholder Group** |  |  |
| **IT Strategy Board/ESB**  |  |  |
| **Requestor & sponsor notified** |  |  |
| **Decision**  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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