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| --- | --- | --- | --- | --- | --- |
| Project Title | Enter a short meaningful project name. | PMO Code | Request a PMO Code from PMO@it.ox.ac.uk. | IT Board | *Select IT Board.* |
| 1 | Issue/Idea | 4 | Alignment with strategy |
| Provide a brief outline of the current issue/idea, including the drivers for the project and the consequences of not addressing the issue (typically not more that 2-3 paragraphs are required). | Briefly describe how the proposed project contributes to the University’s strategy ([University’s Strategic Plan 2013-18](http://www.ox.ac.uk/about/introducing_oxford/strategic_plan_201318/)). |
| 4a | Alignment with the IT Board Capital Plan |
| Please state whether the proposed project is on the IT Board Capital Plan, stating the name of the entry and provisions allowed for the project. |
| 2 | Areas Affected | 5 | Key stakeholders/External parties |
| What areas of the University are affected by the issue/idea? Is there an existing system in use? | List the name and Department of key stakeholders. Also list external parties and suppliers’ for existing systems or where solutions have been already identified. |
| 3 | Timeline | 6 | Which of the benefits are expected to be realised by the project? |
| Provide any critical dates which need to be net. |  |  |
| **Category for Benefit** |  |  |
| Process Improvement | Choose an item. |
| Cost savings | Choose an item. |
| Innovation | Choose an item. |
| Risk Avoidance | Choose an item. |
|  |
| Link to [Service Catalogue](http://www.it.ox.ac.uk/services) | Insert the hyperlink to the current service here, if new, state N/A | Portfolio Score |  |
| Please ensure this page does not exceed one page |
| **Requestor Details** |  | **Main Contact (if different from requestor)** |
| Name |  |  | Name |  |
| Role/Job Title |  |  | Role/Job Title |  |
| Department |  |  | Department |  |
| Contact Details |  |  | Contact Details |  |
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| **Document Revision History** |
| Version | Date | Author | Comments |
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| **Document Approval** |
| Name | Enter the name of the approver – must be a Senior Manager. |
| Role | Enter the role of the approver. |
| Date | Select date. |
| Signature | Embed email approval |
|  |
| Name | Enter the name of the approver – must be a Programme Manager. |
| Role | Programme Manager |
| Date | Select date. |
| Signature | Embed email signature. |
|  |
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| *Once completed, the Project Request should be sent to the IT Services’ Portfolio Management Office (PMO) mailbox at PMO@it.ox.ac.uk* |