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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 | | | | | | | | | | | |
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| 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* | | | | | | | | | | | | | | | | |