|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Collaborating Business Areas:*** | Which units are involved? | | | |
| ***Project area:*** | What area of business is the focus of the project? | | | |
| ***Project Leader:*** |  | **Project Type:** |  | |
| ***Project Sponsor(s)/Line Manager:*** | Who is making decisions? |
| ***Start Date:*** |  | ***Planned end Date:*** |  | |
| ***Element*** | ***Description*** | ***Details*** | | |
| 1. ***Business Context:*** | The business context is the environment in which a project operates. It covers both the internal and external environment, as applicable. | This should explain the UCD context in which the project is taking place and/or the external factors which gave rise to the project or are looking to its outcomes.   * Internal factors might be e.g. key element of delivering the education strategy, providing infrastructure for HR function, technology rather than business driver etc. * External factors might be e.g. responding to GDPR, procurement compliance etc. | | |
| 1. ***Business Case:*** | What is the business reason for doing this project? Why this project now? | The business case should address these questions:   * Why is the project worth doing? * Why is it important do it now? * What are the consequence of not doing this project? * How does it fit with strategy, business initiatives and targets? | | |
| 1. ***Problem/opportunity statement*** | Describe the current state of the project area including a description of the problem/opportunity being addressed in this project | The Problem/Opportunity Statement should address these questions:   * What is wrong, not working, not meeting needs, missing, must be changed? * When and where do issues/opportunities arise? * What is the frequency of the problem/the pattern of the need? * What is the impact of this on our students/colleagues/stakeholders? * What is the financial impact of the problem/gain sought by the opportunity? | | |
| 1. ***Goal statement*** | Describe the expected concrete benefit of this project to the project area(s) | What results do you expect from this project?   * Always specify from what state you are moving to what. * If this is introducing something for the first time, specify the target being aimed for and the measure which triggered the project. * “This project will [improve/reduce] [item] from… to.. enabling [specific]…” * You can craft a goal statement if you are clear on two things – where you are starting from and the specific value you want to get as a consequence. | | |
| 1. ***Success Measures*** | **Metric Description**  These are measures i.e. specific and measurable. Were a project to have no concrete measures of success why would we do it?  There is likely to be more than one measure. These measures are tied to the Goal Statement. | **Starting** | | **Goal** |
| 1. ***Anticipated Business Results:*** | **Hard Savings**  **Soft Savings** |  | | |
| 1. ***Team members:*** | Who are the team members and any expert cosultants? | Core: | | Extended: |
| 1. ***Project Scope:*** | Which part of the business or process is in focus? (Identify from/to boundaries).  Put the scope of the project in context – ‘in scope’ and ‘out of scope’, especially if the project is an element of a large, more complex, environment. | Start:  In Scope: | | End:  Out of Scope: |
| 1. ***Project Beneficiaries*** | Who are the **final** beneficiaries, what benefit will they experience as benefits and what are their most critical requirements? |  | | |
| 1. ***Schedule:*** | Projects should aim for | ‘D’ Project Start | |  |
| **D : Define** | completion within 3-6 months | ‘M’ Completion | |  |
| **M : Measure** | from start date | ‘A’ Completion | |  |
| **A : Analyse** |  | ‘I’ Completion | |  |
| **I : Improve** |  | ‘C’ Completion | |  |
| **C: Control** |  | Project Completion | |  |
| 1. ***Key Stakeholders*** | Who? (managers most impacted) |  | | |

# Guidance

* The purpose of this Project Framing Document is to four fold:
  + Outcomes
    - To make more explicit the goals, measurement and metrics aspects of planning and operations.
    - To make beneficiary gains and collateral business impacts (impacts on areas not directly part of the project) more explicit.
  + Project planning
    - To provide a high level description of the project.
    - To provide a common format and information for the framing of all projects.
* This framing document can be completed from a project’s more extensive documentation or it can be used, in itself, as a project’s charter
  + If there is more extensive project documentation this may be supplied as additional supporting information
* The Project Framing Document is usually produced out of a project framing exercise of some kind or scale.
* Where the focus, or substantial element, of a project is processes / services / efficiency / effectiveness, the default continuous improvement methodology used in UCD is Lean Six Sigma, as supported by UCD Agile.
  + Strategic Initiative 6 of the Strategy 2015-2020 provides the context for this.