|  |  |
| --- | --- |
| ***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.