

Appendix 8

Digital Services Group: Project Document

Author:

Submission Date:

<b>Project Number</b>		<b>Project Name</b>	
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Approval	
<i>Note: refer to gateway approval process at <a href="#">appendix 1</a>)</i>	
<b>Gateway 1</b>	<b>Date:</b>
Comments:	
<b>Gateway 2</b>	<b>Date:</b>
Comments:	
<b>Gateway 3</b>	<b>Date:</b>
Comments:	
<b>Gateway 4</b>	<b>Date:</b>
Comments:	

## Appendix 8

<b>1. Project Purpose</b>			
<i>Note: why we are doing it, the reasons for the project</i>			
<b>2. Costs and Benefits (Include Appendix: 'Project ID DSG Project Benefits.xlsx')</b>			
<b>Summary Costs:</b> <i>Note: the investment of time and/or money expected to deliver the project</i>		<b>Summary Benefits:</b> <i>Note: the service improvements or cashable savings the project is expected to deliver. <b>Are there printing reductions/savings?</b></i>	
<b>3. Project Definition</b>			
<b>Deliverables:</b>		<b>Interfaces and links:</b>	
<b>Scope:</b>		<b>Exclusions:</b>	
<b>Dependencies:</b>		<b>Constraints:</b>	
<b>Ongoing consequences:</b>		<b>Assumptions:</b>	
<b>4. Project Governance</b>			
<b>Sponsor:</b>		<b>Project Executive:</b>	
<b>Project Manager:</b>		<b>Project Assurance:</b>	
<b>Steering Group:</b>		<b>Project Team:</b>	
<b>5. Stakeholder Engagement</b>			
<b>Stakeholders:</b>		<b>Stakeholder Interest Key (SIK):</b> <b>A1:</b> Role is Affected/Changed by Project or contributes to its success <b>B1:</b> Directly Benefits from the Project <b>B2:</b> Indirectly Benefits from the Project <b>C1:</b> Directly Contributes to the Project <b>C2:</b> Indirectly Contributes to the Project	

Appendix 8

**6. Options Appraisal or Business Case**

**Summary:**  
*Note: include summary here supported by further documentation if necessary*

**7. Data Protection Impact Assessment**

**Have you answered yes to any of the screening questions?**  
 (Delete / complete below as applicable)

**Yes**  
 Completed STEP 3 and STEP 4 appended to this document as *'filename'*

**No**  
 Completed STEP 1 emailed to IG Team

**8. Project Plan**

Key Milestones	Target Date
Gateway 1 - high level feasibility of new idea or initiative, production of Project Document (mandate)	
Gateway 2 - details about potential project, development of Project Document (brief)	
Gateway 3 - design and planning, further development of Project Document (pid)	
Gateway 4 - delivery against agreed plan, production of Exception Report and Change Request documents - preparation for handover to operational service - project nearing successful completion, production of Project Closure document	
<i>Note: add in further key milestones in addition to the gateways shown above</i>	

**9. Risks**

Risks	Impact (out of 5)	Likelihood (out of 5)	Total (I x L)	Controls

**10. Training and Development Requirements**

Training / Development description	Who needs it?	How will it be delivered?	When?	Cost

**Comments**

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**11. Communication Plan**

Description	Target Date

## Appendix 8

<b>12. Change Requests</b>											
<i>Note: record summary of any change requests</i>											
<b>13. Exception Reports</b>											
<i>Note: record summary of any exception reports</i>											
<b>14. Closure Report</b>											
<table border="1"> <tr> <td><b>Were the defined deliverables achieved?</b></td> <td><b>Y/N</b></td> <td><b>If No please submit an exception report</b></td> </tr> <tr> <td><b>Are there any outstanding benefits to be realised?</b></td> <td><b>Y/N</b></td> <td><b>If Yes please include a plan for benefit realisation, identifying owners and timescales for actions.</b></td> </tr> <tr> <td><b>Was there a budget variance?</b></td> <td><b>Y/N</b></td> <td><b>If Yes please state the reason</b></td> </tr> </table>			<b>Were the defined deliverables achieved?</b>	<b>Y/N</b>	<b>If No please submit an exception report</b>	<b>Are there any outstanding benefits to be realised?</b>	<b>Y/N</b>	<b>If Yes please include a plan for benefit realisation, identifying owners and timescales for actions.</b>	<b>Was there a budget variance?</b>	<b>Y/N</b>	<b>If Yes please state the reason</b>
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<b>Was there a budget variance?</b>	<b>Y/N</b>	<b>If Yes please state the reason</b>									
<b>Project Closure: Budget Position</b>											
<b>Original Budget</b>	<b>Actuals</b>	<b>Balance</b>	<b>Variance</b>	<b>Comments</b>							

Gateway approval process

