



Queen Mary

University of London

Project Classification Guidelines

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How - Project classification table

Factors	Business As Usual (BAU)	Small	Medium	Large
Project Timeframe and deadline for implementation	0 – 12 months, flexible deadline	6 months or less, flexible deadline	6-12 months, fixed deadline (variations acceptable)	Above 12 months, fixed deadline
Project Cost	100% revenue	Below 50K	£50-£100K	£100K+
Project Resources	Less than 5 resources	Less than 4 resources	5-6 resources	7+ resources
Technical Complexity	Problem understood and solution definition easy to delineate	Problem understood and solution definition easy to delineate	Requires input from specialist areas in order for solution to be defined	Requires external technical consultancy to define the solution
Dependency on other projects	Low risk dependencies	None	Low risk dependencies	High risk dependency
Level of Business Change	Impacts single area or central IT services	Impacts a single area	Impacts several areas	Impacts University - Change Management activities required

Definitions

Large Project

Project impacts the whole University

OR

There are two or more categories which are appropriate in the Large column of sizing table

Medium Project

Four or more categories which are appropriate in the Medium column

OR

One category which are appropriate in Large column and three or more categories in the Medium column of sizing table

Small Project

Three or less categories which are appropriate in the Medium column and all Small responses

Business As Usual (BAU)

A project is BAU for all responses

After the initial size of the project is assessed, allowances can be made for other more qualitative factors and the size adjusted accordingly. If the size is adjusted, assumptions should be recorded

Process Gateway scaling/compliance

ITS Project Gateway	Business As Usual (BAU)	Small	Medium	Large
Project Mandate	High level brief	Brief	Mandatory/Brief	Mandatory
Business Case		Brief	Mandatory/Brief	Mandatory- Detailed
Project Initiation Documentation		Brief	Mandatory/Brief	Mandatory - Detailed
Detailed Design	Brief	Brief	Mandatory	Mandatory - Detailed
Build and Test	Brief	Brief	Mandatory/Brief	Mandatory - Detailed
Transition	Brief	Brief	Mandatory/Brief	Mandatory - Detailed
Early Life Support	Mandatory/ Brief	Mandatory/Brief	Mandatory/Brief	Mandatory
Closure		Mandatory/ Brief	Mandatory	Mandatory

Project/process documentation

Process Elements	Business As Usual (BAU)	Small	Medium	Large
Project Plans	Brief	Brief	Detailed	Detailed
Project Governance	ITS AD	Working Group	Project Board	Project Board
RAID documentation	Brief	Brief	Detailed	Detailed
Status reporting	Brief	Brief	Detailed	Detailed
Business Change Management	Brief	Brief	Brief	Detailed

Example of Project classification

Factors	Business As Usual (BAU)	Small	Medium	Large
Project Timeframe and deadline for implementation	3 months or less, flexible schedule	6 months or less, flexible schedule	6-12 months, fixed deadline (variations acceptable) (Yes)	Above 12 months, fixed schedule
Project Cost	25k Revenue	Below £50K	£50-£100K	£100K+ (Yes)
Project Resources	2 resources	Less than 4 resources	5-6 resources (Yes)	7+ resources
Technical Complexity	problem understood and solution definition easy to delineate	problem understood and solution definition easy to delineate	either problem not easily understood Or solution definition not easy to delineate (Yes)	Both problem not easily understood Or solution definition not easy to delineate
Dependency on other projects	None	None	Low risk dependencies	High risk dependency (Yes)
Level of Business Change	Impacts single area	Impacts single area	Impacts several areas	Impacts University - Change Management activities required (Yes)



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