

	ITSB	ITLT	Project Board & Project Executive	Project Manager	PMO	Business Analyst	Business Owner	Infrastructure	Applications	Service Management	Research IT	FRMs
Project Mandate												
Circulate approved PAR list to ITLT		R			I		I	I	I	I	I	I
Release Revenue Funding for Project Mandate production					R							
Liaise with ITS Finance					R							
Establish PMO controls					R							
Assign Business Analyst		I			R							
Set up project Finance Tracker					C	R						
Set up Project Controls					C	R						
Identify stakeholders with help of Business Owner / PAR bidder						R	A					
Collate high-level costs and business requirements for stakeholders						R	C	C	C	C	C	
ARTEFACT - Project Mandate	I	I			I	R	A	C	C	C	C	I
PMO assurance					R							
Update PMO controls					R							
Review Project Mandate for content		R										
Review Project Mandate for priority		R			I							
Review Project Mandate for content and priority	R				I	I	I					
Agree new scope with Business Owner /PAR bidder	A	I				R	C					

Detailed Business Case												
Release Revenue for Detailed Business Case production					R							
Liaise with ITS Finance					R							
Gather detailed requirements from Business Owner and stakeholders						R	C	C	C	C	C	
Discuss options, risks & Issues and define recommendation						R	C	C	C	C	C	
Discussion with potential suppliers about solutions and costs						R	I					
Discuss project resourcing including allocation of BAU support					C	R		C	C	C	C	
Review Project Benefits						R	C					
Gather whole-life costs						R	C	C	C	C	C	
Update Project Controls						R						
Construct Detailed Business Case						R						
ARTEFACT - Detailed Business Case	I	I			I	R	A	C	C	C	C	I
PMO assurance					R							
Update PMO Controls												
Review Detailed Business Case guided by AD Projects		R					C					
Review Business Case for priority	R	C			I							
Appoint Project Executive	R	C			I							

Produce PID												
Release Capital Funding for PID production					R							
Update PMO Project Controls					R							
Project Executive assigns Project Board and Project Manager	I	R			I		C					
Initiate Project Board		R										
Sign Off Terms of Reference		A	R		I							
Handover of project to date: review Bus Case, Proj Controls & PMO Artefacts			I		I	R						
Begin PM-led budget management			R									
Update Project Controls			R		I							
Assign internal resource		I	I		R							
Risk Workshop		A	R	C	C	C	C	C	C	C	C	C
Produce Project Initiation Documentation & Benefits Review Plan			R	C	C	C	C	C	C	C	C	C
ARTEFACT - Project Initiation Documentation (PID)	I	A	R	C	C	C	C	C	C	C	C	C
ARTEFACT - Benefits Review Plan	I	A	R	C	C	C	C	C	C	C	C	C
ARTEFACT - Service Impact & Requirements Form			A	C	R	C	C	C	C	C	C	
PMO Assurance					R							
Update PMO controls					R							

Detailed Design												
Funding release for Detailed Design in line with PID estimates					R							
Update PMO controls					R							
Project Team Kick-Off		A	R	C	C	C	C	C	C	C	C	
Produce Contract and legal documentation with Procurements		A	R									
ARTEFACT - Contract and legal documentation		A	R	I		C	C	C	C	C	C	
ARTEFACT - Contract Information Sheet		A	R	I		C	C	C	C	C	C	
Apprise customer of SLA and OLA offering		A	R			I				C		C
Raise Parent Change Request			R				I	I	I	I	I	
Produce Release and Deployment Plan			R				C	C	C	C	C	C
ARTEFACT - Release and Deployment Plan		A	R			I	C	C	C	C	C	C
Produce Test Strategy Documentation		A	I		R	I	C	C	C	C	C	
ARTEFACT - Test Strategy		A	I		R	I	C	C	C	C	C	
Produce Functional and Technical Requirements documentation		A	I		R	C	C	C	C	C	C	
ARTEFACT - Functional and Technical Requirements		A	I		R	C	C	C	C	C	C	
Produce Test Plan		A			R		C	C	C	C	C	
ARTEFACT - Test Plan		A			R		C	C	C	C	C	
Produce Network Configuration documentation			R				A					
ARTEFACT - Network Configuration		A	I				C	R				
Produce Solution and Service Design Documentation	A		R					R				
ARTEFACT - Service Design Document (SDD)		A	I				C	R	C	C		
Produce CSI Plan documentation								R	C			
ARTEFACT - Continual Service Improvement Plan		A	R				C	C	C	C	I	C
DTL approval process for network configuration and SSDD			R	I			A	A	A	A		
PMO Assurance					R							
Update PMO controls					R							
ARTEFACT - Service and Operational Level Agreements		A	R				C	C	C	C		C

	ITSB	ITLT	Project Board & Project Executive	Project Manager	PMO	Business Analyst	Business Owner	Infrastructure	Applications	Service Management	Research IT	FRMs
Build and Test												
Funding release for Build and Test in line with PID estimates					R							
Update PMO controls					R							
Review the project plan			A	R	I	C	C	C	C	C	C	
Produce Service Catalogue Specification			A	R			C	C	C	C	C	
ARTEFACT - Service Catalogue Specification			A	R			C	C	C	C	C	I
Build and Configure Infrastructure				I				R				
Build Software				I					R			
Undertake Unit Testing				I					R			
Undertake Testing: System, Factory, Site Acceptance, Integration & UAT			I	A			C	C	R	C	C	
ARTEFACTS - Test Completion Reports			A	I			I	I	R	I	I	
PMO assurance					R							
Update PMO controls					R							
Transition												
Update PMO controls					R							
Agree support model with Support Teams			A	R			C	C	C	C	C	
ARTEFACT - Support Model			A	R			C	C	C	C	C	I
Produce Training Plans and Documentation				R			C	C	C	C	C	
ARTEFACT - Service Desk scripts			A	I			I	C	R	C	I	I
ARTEFACT - User Guides			A	I			C	I	R	C	I	I
ARTEFACT - Work Process Flows			A	R			I	I	I	C	I	I
ARTEFACT - Training Plans			A	R			C	I	I	C	I	I
Produce Early Life Support Model				R			C	C	C	C	C	C
ARTEFACT - Early Life Support Model			A	R			C	C	C	C	C	C
Pre-Project Board accreditation				R			C	C	C	C	C	
PMO assurance					R							
Update PMO controls					R							
Early Life Support												
'Go Live': release package deployment				R				C	C			
Early Life Support			I	R			I	C	C	C	C	
Assess Early Life Support exit criteria			I	R			I	C	C	C	C	
Handover to Operational Running				R					C	C	C	I
PMO Assurance					R							
Update PMO controls					R							
Closure												
Produce project closure documentation			C	R	C	C	C	C	C	C	C	C
ARTEFACT - Project Closure Report			A	R	I	I	I	I	I	I	I	I
ARTEFACT - Lessons Learned Report			A	R	I	I	I	I	I	I	I	I
ARTEFACT - Updated Benefits Review Plan			A	R	I	I	I	I	I	I	I	I