Overview of Stage 1 Business Case production

1. Review Stage 0 Business Case and agree Stage 1 scope
2. Gather Requirements
3. Perform consultation and analysis, including process mapping and benefits mapping
4. Identify integrations required
5. Perform consultation and analysis, including process mapping and benefits mapping
6. Request for information to potential suppliers (IT Services contribute technical and security requirements)
7. Technical Options Analysis
8. Agree recommended option with project governance
9. Finalise benefits map and log
10. Agree timescales and high level project plan
11. Establish non-staff costs (e.g. licences, software maintenance)
12. Agree project implementation and ongoing staff resources with resource managers
13. Executive Summary
14. Stage 1 Business Case
15. Financial Template
16. Agree Business Case with project governance
17. Submit Business Case to institution governance (i.e. WoW PB)