Project Brief

Key/Local

Corporate Portfolio Management Office

Project Brief

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Project: Free Period Products – Commercial roll out.

PURPOSE

This Project Brief gives a full and firm foundation for the initiation of the project and outlines its direction and scope. It is created in the Business Justification stage (Stage 1) of the project by the Project Manager, with reviews from Sponsor, the Senior User and Senior Supplier. This document will be reviewed by the CPMO and financial approval teams, in addition to the Project Board.

This document will form the basis of the Project Initiation Documentation (PID) and Business Case later.

Document Sign-Off

This document has been approved as the official Project Brief for the above project.

Following its approval, changes will be governed by the project's change control process, including impact analysis, appropriate reviews and approvals, under the guidance of the CPMO or local Portfolio/Programme Office structure.

If the project is closed before the full Business Case is agreed, this Project Brief may be sent to Public Records 2 years after the project has been closed.

Sign Off			
Name:	**Position/Role:**	**Signature:**	**Date:**
Ian Burns	Senior Responsible Officer (SRO) for Sponsoring State Body *I confirm that there is a clear outline business case for this project with a justified, measurable benefit, and business expectations on quality and timescales are realistic.*	*(Embed email approval or Insert Electronic Signature)*	30/01/2023
Ian Burns	Senior Responsible Officer (SRO) for Supplying State Body If applicable		30/01/2023
Project Board	Project Manager		

Document Version History					
Version No.	**Created by**	**Revision date**	**Approved by**	**Approval date**	**Reason**

1	████	27/01/2023		Click or tap to enter a date.	Click or tap here to enter text.

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1. PROJECT DETAILS

Item	Description
Title *Name of the initiative*	**Free Period Products – Commercial Project**
Brief Description *Give a brief description of the project's aims.*	To provide Jersey residence access to free period products across several government owned sites and third sector partners.
Initiative Size *As determined in the Initiative Sizing Matrix*	Local
High Level Budget Estimate *What is it going to cost?*	£ 1,700,000
Sponsoring States Body *Select Department from drop down box*	**CLS - Customer & Local Services**
Supplying States Body *Select Department from drop down box*	**CLS - Customer & Local Services**
Estimated start date	**15/09/2022**
Estimated end date	**31/08/2023**
Key Changes *Details any key changes made to the project since Change Mandate was signed*	Not applicable

2. BACKGROUND AND OBJECTIVES

Why is the project needed?	The project will meet the ministerial mini budget support of supporting with the cost of living plans for 2023.	
Direct contribution to achieving one or more of the strategic goals?	**Strategic Priority**	**Project Alignment**
	2. Improve Islander's wellbeing and mental and physical health	Low - limited alignment
	Secondary Strategic Priority	**Project Alignment**
	5. Protect and value our environment	Low - limited alignment
	Departmental Strategic Goal	**Project Alignment**
		Choose an item.
Link to Strategic Business Case, Outline Business Case, Full Business Case, if available. *Please attach any relevant documents using the embed function (Insert/Object/Create from file/Browse to select document/Display as Icon)*	███████	
Voice of the Customers *Please describe how the Voices of the Customer and the Business will be listened to and acted upon? eg. focus groups, individual interviews, workshops, customer reviews etc*	*We have carried out consultation feedback to islanders. To which we received 844 responses from islanders on what products they would most benefit from and how they would like to receive these products. Please see consultation results link below.*	
SMART Objectives *Specific – target a specific area for improvement.* *Measurable – quantify or at least suggest an indicator of progress.* *Achievable – the tools and skills to achieve are available.* *Realistic – state what results can realistically be achieved, given available resources.* *Time-related – specify when the result(s) can be achieved.* List the top 3 objectives of the project.	1. To have products available to islanders when they need them. 2. To deliver products that meet the governments environmental and sustainable commitments. 3. To deliver a roll out strategy of products which has factored in the consultation feedback received (Voice of the customer). Our environmental responsibilities, So ensuring the products ranges sourced meet those standards. Is economically viable to deliver within budget allocated budget and meets the needs of all islands who will use the products.	

3. PROJECT SCOPE

In scope *High-level scope was provided in the Change Initiative Mandate; more detailed scope may now be provided. State what the project will include, for example for a new piece of software access via desktop may be in scope.*	1. *Ensure products are available to anybody that needs them and within easy access to obtain.* 2. *Support the minister by providing full options appraisal paper which has factored in economic, environmental and sustainable factors.*

	3. Review, scope and deliver ministerial decision of roll out for 2023

4. OUTLINE PROJECT MILESTONES PLAN

The lists below gives a high-level estimate of the key Milestones and Deliverables which are likely to be involved in the project. Timescales are subject to resources being allocated as required and more accurate timeframes will be included in the Project Initiation Document in Stage 2 of the Project Delivery Framework.

Key Milestones

Milestone	Due Date
1. Have products available to islanders in publicly accessible buildings.	19/10/2022
2. Options paper delivered for minister to include consultation feedback.	13/02/2023
3. Review, scope, plan and deliver roll out for 2023. Closure of Project.	31/08/2023

Key Deliverables

1. **Have products available**
2. Source, cost and set up contracts with Mercury distributors for products.
3. Create venues list for where products can be accessed.
4. Develop marketing and comms strategy.
5. Create consultation to understand the voice of the customer.
6. Collate feedback and deliver analysis to project team.
7. Distribute boxes and material to venues.
8. Create centralised mailbox for venues to contact us for additional products when required.
9. Continue venue checks of volumes and issues.
10. **Options Paper**
11. Meet with policy and commercial services to agree options outline and create option review.
12. Deliver consultation feedback and options paper to Ian Burns to agree content for delivering to social security minister.
13. Align paper to sustainable responsibilities and consultation feedback.
14. **Review scope plan and deliver roll out 2023**
15. Social security minister to review paper and decide on delivery strategy for 2023.
16. PID will be created based on delivery option and shared with project team.
17. Roll out of strategy will be completed in line with project governance.

5. RAID

(Risks, Assumptions, Issues, Dependencies) This is a high-level record which will later be developed into a detailed RAID log in Stage 2 - Planning & Design. If you wish, you may instead complete the detailed RAID log which is found in The Logbook and insert link here.

Link	Click or tap here to enter text.
Risks *A risk is an uncertain event or condition that, if it occurs, has an effect on one or more objectives. Risks are POTENTIAL PROBLEMS*	

Risk Description	Probability (1-5)	Impact (1-5)	Mitigating Action
Lack of understanding in product volume uptake on island so hard to quantity volumes needed. No concerns so far with bulk orders in current venues but demand may increase if online option is delivered.	2 - Unlikely	1 - Negligible	Continue to do venue stock control.

Issues
If the impact of a risk materialises, it becomes an issue. Issues are CURRENT PROBLEMS

Issue Description	Severity (1-5)	Priority (1-5)	Mitigating Action
N/A	Choose an item.	Choose an item.	

Assumptions
If known, any factors that you are assuming to be in place that will contribute to the successful result of your project. .

Assumption Description	Reason for Assumption
Options paper has taken account of voice of the customer in its development.	The analysis has been undertaken to ensure that 844 responses were factored into the options review. Ensuring that we make decisions based on islanders needs and not presumptions.

Dependencies
If known, any event or work that are either dependent on the result of your project, or your project will depend on.

Dependency Description	Dependency on/to
N/A	

6. PROJECT BOARD, TERMS OF REFERENCE & MANAGEMENT TEAM STRUCTURE

Project Board

Ian Burns – Project Sponsor

Project Board Terms of Reference

Name	Role
Ian Burns	Senior Responsible Officer
Ian Burns	Sponsor
███████████	Finance Business Partnering Manager
Project Team	
███████████	Project Manager
███████████	Project Support
███████████	Project Support

7. RESOURCES & SKILLS

Key resources
List any named resource(s) or role(s) key to the project which are not already listed in the Project Team above. Are they available during required timeline or unavailable at present? How critical to the success of the project are they? (High – Project cannot proceed without this resource, Medium – Some aspects will not be able to proceed without this resource, Low – Minor aspects of project may be delayed without this resource)

Resource	Availability	Criticality
Commercial Services	Available now	Medium

Impact on the department / organisation

List the departments the project will impact and the scale of impact. Consider the type of impact (positive/negative and the emotive factors) and the likely volume of people impacted.

Impact on Department
high *– high impact / high volume,*
medium *– medium impact / medium volume,*
low *– low impact / low volume*

Are the departments ready for this change? Change Readiness is about Awareness, Knowledge and Ability e.g. we know what is required, we have the processes and know how to make the change. Change Ability is about Resources, Systems & Management e.g. we have the people, the capacity and the leadership ready to implement change.

Readiness for Change
high – high awareness and willingness to change,
medium – some awareness of required change,
low – low or no awareness and willingness to change

Ability to Change
high – people, capacity and leadership in place to implement change
medium – some gaps in capacity or leadership to implement change
low – lack of capacity or leadership to implement change

Department	Impact on Department	Readiness for Change	Ability to Change
CLS - Customer & Local Services	Low	High	High
CYPES - Children, Young People, Education and Skills	None	None	None

8. STAKEHOLDERS – COMMUNICATIONS STRATEGY

Please define any other key stakeholders that are not part of either the Project Board or Project Team.

If you have already created a Stakeholder Analysis Map please insert a link to it here instead.

Link		
ID	**Name or Group**	**Comments**
Internal Stakeholders		
1	Procurement team	We are utilising procurement on an advisory basis whilst looking at tender process. Procurement will meet with project team when required.
2	Minister of Social Security	Will be informed of any project deliverables.
External Stakeholders		
6	██████████	██████████
7	██████████████	████████████████████