

# Process Hazard Analysis Tool - SARA Replacement SCo\_wave1

**Initiative brief**

Readme

\* Required information

- Project details
- Phase 1: Envision - High level initiatives
  - First, let's start with the Problem space

## Project details

<b>Phase</b>	<input checked="" type="checkbox"/> Envision <input type="checkbox"/> Strategize
<b>Status</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid orange; padding: 2px 5px; font-size: 0.8em;">IN PROGRESS</div> <div style="border: 1px solid blue; padding: 2px 5px; font-size: 0.8em;">UNDER REVIEW</div> <div style="border: 1px solid green; padding: 2px 5px; font-size: 0.8em;">APPROVED</div> </div> <div style="border: 1px solid orange; padding: 2px 5px; font-size: 0.8em; margin-top: 5px;">NOT APPROVED</div>
<b>Start Date</b>	Enter the starting date of your initiative, by clicking on the calendar icon below - when you started to work on different step of the initiative 20 Aug 2023
<b>Initiative name</b>	Process Hazard Analysis Tool - SARA Replacement SCo_wave1

- 1.1. Reason
- 1.2. Benefits
- 1.3. Target users
- 1.4. Value proposition
- 1.5. Business goals
- 1.6. Challenges
- 1.7. Business metrics
- 1.8. Cybersecurity
- 1.9. Involvement of Data Domains
- 1.10. Up to investment
- 1.11. Resources

- Phase 2: Strategize

- 2.0 Scope / Deliverables
- 2.1. Actions to complete
- 2.2. Users needs
- 2.3. Overall Service Delivery Management for a project
- 2.4. Risk Analysis
- 2.5. Solvay One Planet Objectives

- My tasks

## My tasks

- Enter your task here, using « @ » to assign it to a user and « // » to select a due date
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<p><b>Description of the initiative</b></p>	<p>Risk analysis at site level for compliance is currently done with the tool SARA internally developed and bases on complex Excel Macros.</p> <p>A project is ongoing and will finish in May 2023 to replace SARA in Eco, the replacement in Sco was postponed after day one and then parked in the prioritization phase beginning 2023. With PO2 the HSE corporate team is changing with the risk not to have the internal knowledge to move data from SARA to Stature to guarantee business continuity if the project will start in SCO after spin-off.</p> <p>The minimum request to support the business is to have at least 1 license STATURE for each Sco sites by spin off to allowed training, knowledge transfer and to start to move data from SARA to Stature</p> <p>The reason to replace SARA with Stature are the following:</p> <ol style="list-style-type: none"> <li>1. SARA is an internal developed tool that works with Excel macro, at every change of version of office the Macros needs evolutions,. The current Office 2013 will be decommissioned by Microsoft in April 2023 exposing the app to risk, we have a temporary solution under evaluation to move to version 2016 to have support till 2025 with a smooth adaptation of macros, but the following version, Office365, will request a strong effort of an expert IT people considering the Macros complexity ( estimation of 30 Mandays of an high profile expert 20Keuros(?) + continuous adaptation</li> <li>2. Stature is a web solution provided by SPHERA and it has additional features (analytics capability, cross site visibility, dashboard) requested by HSE team to improve the quality of risk analysis</li> <li>3. Stature is aligned with the "Move to Cloud" strategy</li> </ol> <p>The IT workload is estimated in less than 20Keuro/40mandays but the sot of licenses is .... for 50needed licenses tot= recurrent=</p> <p>Capacity to deliver: project could start end July/august after the hypercare of Day1</p> <p>Explain the context and the initiative (current situation, linked to other initiative, pre-requisites).summary with key items:</p> <ul style="list-style-type: none"> <li>• Needs description</li> <li>• Added value</li> <li>• Budget estimated</li> </ul>
<p><b>Domain &amp; Product</b></p>	

<b>Requested Domain Journey / Platform</b>	<input type="checkbox"/> Platf1- Data & Analytics & AI Platform <input type="checkbox"/> Platf2 A- Develop, Test & Deploy Platform <input checked="" type="checkbox"/> Platf2 B- Multi experience Platform <input type="checkbox"/> Platf2 C- Ent. Business Systems Platform <input type="checkbox"/> Platf3 A- Ecosystem Platform <input type="checkbox"/> Platf3 B- Hybrid & Cloud Platform <input type="checkbox"/> Platf3 C- Intelligent Asset Platform <input type="checkbox"/> Platf4- Info Security and Compliance Platform <input type="checkbox"/> Platf5- Workplace Platform  <input type="checkbox"/> Journ1- Digital Customer Journey <input checked="" type="checkbox"/> Journ2- Digital Ops & Corporate Enablement Journey <input type="checkbox"/> Journ3- Digital Employee Journey <input type="checkbox"/> Journ4- Prepare the Future & Connected Research Journey  <input type="checkbox"/> DTmng3- DT Enablement & Transformation
<b>Involved Domain Journey/ Platform</b>	<input type="checkbox"/> Platf1- Data & Analytics & AI Platform <input type="checkbox"/> Platf2 A- Develop, Test & Deploy Platform <input type="checkbox"/> Platf2 B- Multi experience Platform <input type="checkbox"/> Platf2 C- Ent. Business Systems Platform <input type="checkbox"/> Platf3 A- Ecosystem Platform <input type="checkbox"/> Platf3 B- Hybrid & Cloud Platform <input type="checkbox"/> Platf3 C- Intelligent Asset Platform <input type="checkbox"/> Platf4- Info Security and Compliance Platform <input type="checkbox"/> Platf5- Workplace Platform  <input type="checkbox"/> Journ1- Digital Customer Journey <input type="checkbox"/> Journ2- Digital Ops & Corporate Enablement Journey <input type="checkbox"/> Journ3- Digital Employee Journey <input type="checkbox"/> Journ4- Prepare the Future & Connected Research Journey  <input type="checkbox"/> DTmng3- DT Enablement & Transformation
<b>Initiative Ownership</b>	
<b>Digital Technology Partner</b>	@
<b>Product Manager / Service Delivery</b>	@
<b>Roadmap &amp; Key objectives</b>	
<b>Roadmap</b>	<a href="#">Access the defined priorities</a>
<b>2023 Digital Technology Key objective</b>	

<b>Priority</b>	Enter the level of priority of your initiative: P1 must do by day 1/ P2 can do/ P3 parked for now
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## Phase 1: Envision - High level initiatives



### Do

- Create Envision brief if the initiative is part of the validated roadmap
- Highlight roadmap value
- Request a budget for Strategize if you need one
- [Security scoring](#)
- [RADAR/SENTRI](#)



### Don't

- Request platform resources if the business capability is already identified and clear
- Write portfolio epics, epics and user stories
- Identify squad resources

## First, let's start with the Problem space

### 1.1. Reason

\* Why is this initiative proposed today?

### 1.2. Benefits

What are the new capabilities expected?

What will it replace? Is it a new solution or an existing one?

### 1.3. Target users

Who are the future users?

What is the number of users impacted?

## What about the Business Needs?

### 1.4. Value proposition

What is the value of the initiative?

## 1.5. Business goals

How does the product / deliverable align with the business goals?

## 1.6. Challenges

Are there any challenges in developing the product?

## 1.7. Business metrics

How will we measure success?

## 1.8. Cybersecurity

Please duplicate [this template](#) and contact the SIP team in order to get your corresponding folder. Then, for the envision phase, answer to the initiative card tab and to the 7 high-level questions in the "Security Scoring" tab. These questions will help the SIP team to determine the level of cybersecurity & compliance support you will need. Please contact the team by email: [@SIP\\_team@solvay.com](mailto:@SIP_team@solvay.com)

## 1.9- Involvement of Data Domains

If your initiative is working with data, please select the domain which is impacted:

- Marketing & Sales (for examples: Customer & Market segment / Price conditions & CMIR)
- Supply Chain Management (for examples: Routes & Rates)
- Procurement (for examples: Master data: Vendors, Contracts, Material (Group)/ Reference Data: Payment terms, Structures)
- Finance (for examples: Management (MAC)/ Financial (FAC)/ Treasury)
- HR (for examples: HR Master Data (Employee, Personal, Identity))
- Industrial (for examples: BOM, Asset Hierarchy, MES Tag, Process Batch)
- R&I (for examples: Products, Equipments/ Projects)
- Structures & shared referential (for examples: Structures/ Shared referential data/ Finished goods)
- Sustainability

## 1.10. Up to investment

What is the coherent time to commit on the initiative?\*

Estimated Delivery phase start date*	Estimated Delivered end Quarter*
02 Oct 2022	Q3 2023

What is the coherent money to commit on the initiative?\*

	2023 (in K€)*	2024 (in K€)*	2025 (in K€)

Estimated size of investment (high level)			
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What is the coherent run and build commit on the initiative?

Estimated run costs (estimation high level) per year on xxYear (xx= duration of the contract if known)	Type of savings expected /year for DT (Ex: Contracts, FTE, ...)
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- maintenance
- infrastructure
- FTE
- Sales provider
- licences
- other: please explain

Please add here the required envelop needed to work on the strategize phase - if needed (maximum 40k€) :

### 1.11. Resources

What skills and talents do we need?

### 1.12. Methodology to apply (refer for Accolade)

<p>Do you think your initiative will best cope with a waterfall or agile methodology?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Full Agile</li> <li><input type="checkbox"/> Waterfall</li> <li><input type="checkbox"/> Partly Agile (mix of both)</li> <li><input type="checkbox"/> I do not know at this stage</li> </ul>
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If the initiative will be done in Agile methodology, please contact during the strategize phase [Nicolas LOVAGNINI](#)

## Phase 2: Strategize



Do

- Identify portfolio epics and epics within each portfolio epics
- Create a document / slide / spreadsheet to build your epics and put a link in the brief
- Estimate experts and budget by portfolio epics or by increment
- Show SMART KPI (Specific, Measureable, Achievable, Relevant, and Time-Bound)
- Evaluate the impact on Solvay One Planet objectives



### Don't

- Identify squad resources (naming)
- Write user stories

## Now, we can move on to the Solution space

### 2.0 Scope / Deliverables

What is your list of scope if waterfall initiatives (technical, functional & organizational) / deliverables foreseen? What are your list of Epics if Agile initiatives?

### 2.1. Actions to complete

Mandatory actions * (please contact them together if possible)		
Description of the action / task	Contact	Document & examples (please make your own copy and insert new link here)
Contact each relevant pool lead to book resources in the capacity planning tool  <input type="checkbox"/> check once done to inform the contact <a href="#">ARPIN, Florine</a> <b>06 Jan 2023</b>	ARPIN, Florine	Complete <a href="#">Capacity planning tool</a>
Complete Accolade  <input type="checkbox"/> check once done to inform the contact <a href="#">Claire Bazin</a> <b>06 Jan 2023</b>	Claire Bazin	Complete <a href="#">Accolade</a>
Review with Enterprise Architect the actual solution answering the objective  <input type="checkbox"/> check once done to inform the contact <a href="#">Françoise BERGAME</a> <b>06 Jan 2023</b>	<a href="#">Françoise BERGAME</a> (Structure)	Complete Architecture Impact Analysis (AIA)  <a href="#">ARB &amp; AIA</a>
Check you have confirmed the involvement of each platform		Revert to SDM of each Platform
Identify security needs (Confidentiality, Integrity, Availability) and define security measures to be implemented by the initiative team  <input type="checkbox"/> check once done to inform the contact <a href="#">Benjamin POISSONNET</a> <b>06 Jan 2023</b>	<a href="#">Benjamin POISSONNET</a>	Complete the security questionnaire in " <a href="#">SIP Support tool</a> "

<p>Support for budget estimation (via the Workload &amp; Cost), Financial evaluation (Total Cost of Ownership over 10Y), saving validation</p> <p><input type="checkbox"/> check once done to inform the contact <a href="#">Sérgio Serafim</a> <b>06 Jan 2023</b></p>	<p><a href="#">Sérgio Serafim</a></p>	<p>W&amp;C: to be filled in to Accolade in preparation phase</p> <p>TCO over 10Y:</p> <p><a href="#">xxxx - Business Case /Financial evaluation 10Y</a></p>
<p>Data Governance: if data is required, please identify the business objects in each domain (refer to envision phase)</p> <p><input type="checkbox"/> check once done to inform the contact <a href="#">Philippa de Glanville</a> <b>06 Jan 2023</b></p>	<p><a href="#">Philippa de Glanville</a></p>	<p><a href="#">Data Governance Strategise for Initiative Briefs</a></p>
<b>Optional</b>		
<p>If any relation needed with a supplier</p> <p><input type="checkbox"/> check once done to inform the contact <a href="#">BLANCHER, Alexis</a> <b>06 Jan 2023</b></p>	<p><a href="#">BLANCHER, Alexis</a></p>	
<p>If it concerns a key supplier, a sourcing strategy has to be defined</p> <p><input type="checkbox"/> check once done to inform the contact <a href="#">Isabelle Auboeuf</a> <b>06 Jan 2023</b></p>	<p><a href="#">Isabelle Auboeuf</a></p>	
<p>If conformity by design is required</p> <p><input type="checkbox"/> check once done to inform the contact <a href="#">Emmanuelle Bureau</a> <b>06 Jan 2023</b></p>	<p><a href="#">Emmanuelle Bureau</a></p>	<p>GMP (pharma), ISO</p>

## 2.2. Users needs

**What do users dislike about the current solution?**

*Applicable when a new solution is developed*

**What tools or features do your users wish to have?**

**What value will it add to the user's lives?**

**What alternative do we have?**

## 2.3. Overall Service Delivery Management for a project

A standardised process for creating and introducing services. It may sound basic, but Service Design and Introduction should be considered at the very beginning of the project.

- Moving through the various project stages from Envision, strategize (requirements gathering) to planning, delivering value and testing before deploying the service.
- Embedding service introduction activities into project delivery, with defined success criteria at each stage avoids a re-work which can negatively impact the project in terms of time, cost and quality.

**Who is the service owner?**

**What is the target?**

**Which platform will maintain the new service?**

## 2.4. Risk Analysis

**What are the risks (refer to Risk analysis matrix in Accolade)?**

## 2.5. Solvay One Planet Objectives

**What is the qualitative assessment of Hardware/ Data processing/ Project's contribution to Solvay One Planet?**

- Is the business ambition you will support improving or not sustainability?
- Will you increase or decrease the number of hardware we need to operate? How much?
- Will you generate or transfer an important amount of data, especially videos? How much?