

Test - automated email

Initiative brief

📖 Readme

* Required information

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

Project details

Phase	
Status	<input type="button" value="IN PROGRESS"/> <input checked="" type="button" value="IN PROGRESS"/> <input type="button" value="APPROVED"/> <input type="button" value="NOT APPROVED"/>
Start Date	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 21 Sept 2022
Initiative name	
Description of the initiative	Explain the context and the initiative (current situation, linked to other initiative, pre-requisites). summary with key items: <ul style="list-style-type: none"> • Needs description • Added value • Budget estimated
Domain & Product	
Requested Domain Journey / Platform	<input type="checkbox"/> Platf1 - Data & Analytics & AI Platform <input type="checkbox"/> Platf2 - Multi Experience Platform <input type="checkbox"/>
Involved Domain Journey/ Platform	
Product	
Initiative Ownership	
Digital Technology Partner	@
Product Manager / Service Delivery	@
Roadmap & Key objectives	
Roadmap	Access the defined priorities
2023 Digital Technology Key objective	

- 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. Use case
- 1.10. Use case
- 2.0 Scope / Deliverables
- 2.1. Actions to complete
- 2.2. Users needs
- 2.3. Competitors
- 2.4. Feasibility
- 2.5. Risk Analysis

- 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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Priority	<i>Enter the level of priority of your initiative: P1 must do by day 1/ P2 can do/ P3 park for now</i>
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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](#)



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](#) in [this folder](#). Then, for the envision phase, answer to the 7 high-level questions in the "Security Scoring" sheet. 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

1.9. 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)			

What is the coherent run and build commit on the initiative?

Estimated run costs (estimation high level) - on 10Y (if already known)	Type of savings expected /year for DT (Ex: Contracts, FTE, ...)
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1.10. Resources

What skills and talents do we need?

1.11. Methodology to apply (refer for Accolade)

Do you think if your initiative is compatible with a waterfall approach or with an agile approach?

- Agile model
- Waterfall model
- I do not know at this stage

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)

Don't

- Identify squad resources (naming)
- Write user stories

Now, we can move on to the Solution space

2.0 Scope / Deliverables

What is the scope / deliverables foreseen?

2.1. Actions to complete

Mandatory actions *			
Status	Description of the action / task	Contact	Document & examples (please make your own copy and insert new link here)
TO DO	Contact each relevant pool lead to book resources in the capacity planning tool <input checked="" type="checkbox"/> Check if possible to do generate automated email Cassandra-Celsina Kone 22 Dec 2022	ARPIN, Florine	Capacity planning tool

TO DO	<input type="checkbox"/> Complete Accolade Cassandra-Celsina Kone <input checked="" type="checkbox"/> Ola Ikuesan 22 Dec 2022	Claire Bazin	Accolade
TO DO	Review with « Product » and « Platform » Architect the actual solution answering the objective	Françoise BERGAME (Structure)	Impact analysis
TO DO	Check you have confirmed the involvement / non involvement of each platform		
TO DO	Identify security requirements (Confidentiality, Integrity, Availability) and define security measures to be implemented by the initiative team	Benjamin POISSON NET	Security Questionnaire
TO DO	Compliance by design : Export control : Assessment (encryption E2E, access management (who access), user location, governance ...)	Fabre, Jean	RADAR/SENTRI
TO DO	Support for budget estimation including OTC/ CAPEX, Financial evaluation including sustainability evaluation, saving validation	Jill Wilson	Financial evaluation
Optional			
TO DO	If any relation needed with a supplier Need to complete RADAR/SENTRI upfront before meeting with Procurement + Legal	BLANCHE R, Alexis	
TO DO	If it concerns a key supplier, a sourcing strategy has to be defined	Isabelle Auboeuf	
TO DO	If conformity by design is required	Emmanuel Bureau	RADAR, GMP (pharma), ISO
DONE	Test		

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- option 2
- option 3
- option 1
- option 2
- option 3

2.2. Users needs

What do users dislike about the current solution?

What tools or features do your users wish to have?

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

2.3. Competitors

Who else has already solve the same problem?

2.4. Feasibility

Is it feasible?

2.5. Risk Analysis

What are the risks?

Phase 3: Plan
