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# Data Science and Innovation Project

## Project Initiation Document (PID)



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## 1. INTRODUCTION

The purpose of this document is to define the scope of the Data Science and Innovation (DSI) Project, the deliverables or outcomes which will be produced as a result of the project and the timescales the project will be delivered by.

The PID will provide assurance to the Public Health Reform Programme Board (PHR PB) that the project has a sound basis and the document will also act as a foundation document against which the Senior Responsible Owner (SRO) and PHR PB can monitor progress.

Approval of the PID is sought from the SRO's, together with authorisation to proceed with the project.

### 1.1. Project Objectives

The DSI Project Objectives have been identified as follows:

- *Objective 1* - To develop proposals for leadership for data science and innovation within Public Health Scotland by

### 1.2. Outline Project Deliverables and/or Desired Outcomes

The following deliverables have been identified for the DSI Project:

#### Project Management

- PID
- Project plan
- Monthly Progress Reports
- Risks and Issues Log
- Project closure report

#### Objective 1

- Deliverable 1 – Initial high level 'think piece' describing what the potential is for data science and innovation within PHS supporting, enabling and driving the vision for public health reform, what the opportunities and challenges are, and initial thoughts on how PHS might deliver against this agenda by October 2018.
- Deliverable 2 - Proposed plan of work to develop proposals – to include: description of current data science and innovation landscape as it relates to public health; proposed approach to working with the other commissions and supporting arrangements (including, but not limited to, the LPHRIAE and UPI commissions, and the IT supporting work); identification of other key stakeholders/linkages and engagement plans; identification of options for delivery within PHS; testing of options; testing of fit with other commissions and arrangements; final recommendations by October 2019.
- Deliverable 3 - Documentation outlining a final design proposal for strong and effective leadership for data science and innovation within Public Health Scotland by December 2018.

### 1.3. Constraints

The following constraints which could impact on successful delivery of the Projects objectives have been identified:

- Time: Extent of stakeholder engagement limited by the timescales set for delivery. Stakeholders may not be supportive of project.

- Cost: Activities to support delivery need to be aligned with the limited budget available.
- Cost: requirement for other SME input, e.g. Academia
- Resource (PHR Team): Finite PHR Team resource available to support delivery
- Resource: limited financial expertise as work progresses
- Quality of information from commissions

#### 1.4. Project Scope (and any exclusions)

| <b><u>In Scope:</u></b>  | <b><u>Out of Scope:</u></b>   |
|--|---|
| <b>Organisations:</b><br>Scottish Government<br>COSLA<br>NHS Health Scotland<br>NHS National Services Scotland           | <b>Organisations:</b><br>All other organisations not listed as in scope   |
| <b>Divisions / Departments:</b><br><br>NSS Public Health Intelligence<br>Health Scotland<br><br>Academia<br><br>Research | <b>Divisions/Departments:</b><br>All other Divisions/Departments not listed as in scope   |
| <b>Groups:</b><br><br>Private Sector<br>Professional services – may engage external best practice organisation           | <b>Groups:</b><br>All other Groups not listed as in scope   |
| <b>People:</b><br>Data Scientists<br>Researchers   | <b>People:</b><br>All other People not listed as in scope   |
| <b>Processes:</b><br><br>Data, intelligence and research processes   | <b>Processes:</b><br>All other Processes not listed as in scope   |
| <b>Systems:</b><br><br>Data and intelligence systems within each board   | <b>Systems:</b><br>Delivery of the project is fundamentally based on a whole systems approach, therefore we consider all parts of the system to be within scope |

## 2. PROJECT DEFINITION

### 2.1. Method of Approach

This project will be delivered in accordance with standard Project Management methodology.

## 2.2. Assumptions

The following assumptions have been made which the programme will actively try to manage:

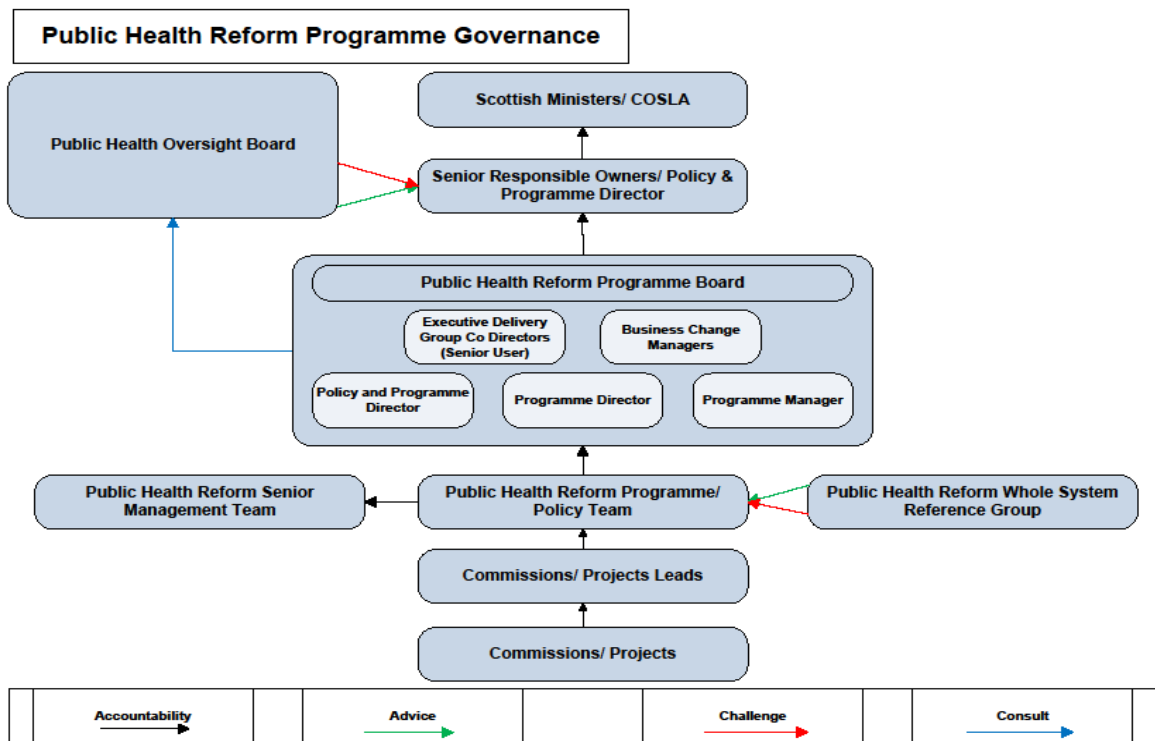
- The programme will deliver to the dates outlined by COSLA/Scottish Government
- Public Health Scotland will be established in 2019
- There will be sufficient resource available to undertake the work required
- The information will be made readily available by those organisations
- All stakeholders listed as in scope will actively engage in the programme.

## 2.3. Stakeholders

All key stakeholders will be managed in line with the PHR communications and engagement strategy.

## 2.4. Project Organisation Structure

This project forms part of the overall PHR Programme. The diagram below outlines the overall Programme Structure:



Members of the DSI Project Team are listed below:

- XXX, Project Lead
- Robert Skey, Programme Director
- Amanda Trolland, Programme Manager

## **2.5. Risk Management Strategy**

Risks will be managed in line with the PHR Programme risk management approach and reported to the Programme Board via the PHR Programme Team. The programme Risk Register, once created, will be regularly reviewed and updated by the Programme Team and SRO. Projects within the programme will have their own Risk Registers operating on the same basis and will be managed at project level in accordance with the agreed risk management approach, escalating to the programme where applicable.

## **2.6. Communication Strategy**

Communications for the DSI project will be managed in line with the PHR communications and engagement strategy.

## **2.7. Project Quality Strategy**

To ensure all project deliverables and outputs will meet the expected quality requirements; a number of quality measures will be put in place across the project. These include:

- Product description(s) being agreed with the PHR programme team
- Regular updates to the PHR programme board

## **2.8. Project Controls**

The following project controls will be implemented to monitor progress and where necessary take remedial action should the project deviate from the agreed timescales or costs:

- Regular programme reports to the PHR programme team

## **3. Benefits**

Work to identify programme and project benefits will be undertaken and a benefits management strategy produced.

## **4. Business Case**

A Business Case will be developed for the programme with this project providing the financial elements in line with the dates outlined in this PID.

## **5. Project Plan**

A timeline based on the project plan has been developed and is embedded below:

(to be inserted)

In addition to the plan, a number of reporting milestones have been identified for the project which will be included in the overall PHR Programme Milestone chart.

## **6. RISK LOG**

Initial risks have been identified and will be recorded after assessment is completed.

