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| HSE PMO Doc Banner.png |
| Office of the Chief Information Officer (OoCIO)Proposal Mandate |
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| Version |  |
| Date |  |
| Author |  |
| Owner |  |

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| Delivering OoCIO.png |

# Document Purpose

The purpose of the Proposal Mandate is to provide, as clearly as possible, a brief outline of the proposal, providing enough information

* To notify the Community Digital Oversight Committee that there is a proposal or initiative that requires discussion and review by the Committee.

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| Requestor |  |
| Proposal Sponsor |  |
| Division |  |
| Requestor’s Title |  |
| Contact No. |  |
| Contact Email |  |
| Date of request |  |

### Title of Proposal:

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### Description of Proposed Solution – Reference how this proposal or initiative aligns to National Strategies

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### Geographic Scope - Location(s) at which it is envisaged the system will be deployed.

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### Background to the Proposed Solution - If this is a replacement or upgrade or extension of an existing system - Provide the following: names of current suppliers, contract arrangement (written or verbal), date of expiry or termination of contract/agreements, details of arrangement or contract S.L.A. to be attached, etc.

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### Are There Similar Solutions Operational On Other HSE Sites?

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### Is there an Existing Contract or Framework Covering This Type of System?

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### Estimated Cost of Proposed Solution

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### Please specify staff available on this request

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| --- | --- | --- | --- | --- |
| Name | Title | Role | Contact Details | % availability |
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### Is there any Specific Known Risks Attached with this Request (e.g. deadline, urgency etc.)?

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### Impact of Not Progressing This Project

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### Budget Holder Sign Off – sign off must be sought by the CHO Head of Service and / Chief Officer

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| Name | Title | Date |
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| **Note** **It is the budget holder’s responsibility to ensure that all appropriate budgets and approvals are in place. Particular attention is drawn to new financial regulations (details available from the Finance Directorate) and that certain goods/services also require prior approval by the HSE Corporate/Department of Finance e.g. certain IT projects (details available from the OoCIO).**  |