### University of St Andrews Name of School/Unit/Department

### SAAG change request Title of Enhancement

### SAAG submission date

1. **Background and context**

*Contextual information should be written in a non-technical way that facilitates discussion and does not require the need for interpretation*

* 1. Enter content here.

1. **Consultation**
   1. The following colleagues and/or business areas were consulted during the preparation of this request:
      1. Provide list of names and business areas
2. **Action requested** 
   1. SAAG members are requested to review the proposed changes and make recommendations for further consideration or approve submission of this paper to SAGB for prioritisation.
3. **Efficiencies – expected benefits**

*Please include quantifiable benefits, particularly regarding numbers of students that would benefit from the proposed enhancement(s). At minimum, the section should include student numbers in the respective cohort.*

* 1. Fulfilling this request will see efficiencies and the following expected benefits:
     1. Enter content here.

1. **Sizing**

*Before requests can be approved by SAGB they must be sized in terms of days of effort by both ITS and business areas. This is not a prerequisite before submitting requests to SAAG.*

* 1. **ITS sizing**

This request has been sized by ITS (name(s)) at xx days of effort and requires knowledge of … or skills in ….

|  |  |  |
| --- | --- | --- |
| **Enhancement(s)** | | **Days** |
|  | |  |
|  | |  |
| Total |  |

* 1. **Business sizing**
  2. This request has been sized by name(s)/business area(s) at xx days of effort.

|  |  |  |
| --- | --- | --- |
| **Activity** | | **Days** |
| Consultation | |  |
| Project documentation, eg specification, communications plan | |  |
| User acceptance testing (UAT) | |  |
| Updating user documentation, eg, training materials, manuals | |  |
| Staff training | |  |
| Total |  |

1. **Timeline**

These enhancements must be deployed ready for use by DD Month YYYY. This date is defined by NNNNN (explain why this date is the relevant date).

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Presentation at SAAG (for approval to send to SAGB) |  |
| Consideration by SAGB (for prioritisation) |  |
| Window for ITS development (in DEV) |  |
| Window for systems testing (in DEV) |  |
| Deployment in non-production environments (TEST and PROC) |  |
| Window for user acceptance testing (UAT) |  |
| Window for remedial work following UAT |  |
| Presentation at CAB (for approval to deploy) |  |
| Anticipated deployment in production environment |  |
| Required deployment in production environment |  |

1. **Privacy Impact Assessment (PIA)**

These enhancements do / do not require liaison with the Head of Information Assurance & Governance. (If the enhancements do require liaison please indicate the timeframe for having this work done.)

1. **UCAS embargo impact**

*Each summer UCAS releases school qualifications such as Highers and A-levels to universities in advance of students receiving them. During this period the qualifications are under strict embargo measures with repercussions for institutions that breach. The embargo only affects applicants with UCAS qualification.*

*Please explain if there is anything in this change request that consumes, creates or communicates data relating either to UCAS applicants or UCAS qualifications. If you are unsure how to answer this question, please contact the Data Governance Office for advice on* [*datagovoff@st-andrews.ac.uk*](mailto:datagovoff@st-andrews.ac.uk)*.*

* 1. These enhancements do/do not have an impact on data and/or processes affected by the UCAS embargo, and/or they make/do not make information on undergraduate offers, acceptances and qualifications available to applicants, students or staff. (If yes, please provide further detail.)

1. **Further information**
   1. Further information is available from the author(s).

***Author(s)***

*Provide the name(s), title(s) and School(s)/Unit(s)/Department(s) of the author(s)*