<Team name> - Partnership Programme 202X

# Optional Scoping Phase

As a preliminary step for teams signing up to the Partnership Programme, we offer an optional Scoping Phase. This phase is designed to help clarify objectives, define the scope of collaboration, and ensure alignment between the team and our programme goals. During this phase, we will work closely with the team to identify key deliverables, timelines, and resource requirements. This collaborative effort aims to lay a strong foundation before finalising the partnership agreement.

If you would like to do this optional scoping phase, please fill in as much detail as possible for Part A and let us know that you want the optional scoping phase when you contact us.

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| **PART A: To be completed by team requesting partnership** |
| **Why** | **Background & Need** | *Where did the idea for this partnership come from? Why does it need to be done? Has anyone else done anything similar before? What would be the consequences of not doing it? (NOT what we are trying to achieve – that is the objective)* |
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| **Objectives** | *What are we trying to achieve? What new levels of performance are expected (these should be SMART objectives and not about what the project will produce – that is the deliverables)* |
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| **Benefits** | *What positive outcomes are expected to be achieved? These are not deliverables but the benefits that the deliverables will bring.* |
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| **What** | **Current state** | *How long does the current process take? How many FTE are normally required to work on it?* |
| **Documentation** | *What documentation does the process currently have (e.g. desk notes, DevOps README, code comments)? Who is the best person to ask for more information on how the process works? Are there any elements of the process that are not well understood?*  |
| **Data Access** | *What data will we need access to so that we are able to run your code? How do we get access?*  |
| **Please use this Partnership tier guide to identify elements that are in and out of scope for the Statistics Development Team (SDT) and your team.**

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| **Category** | **Tier 1 – Light Partnership** | **Tier 2 – Guided Partnership** | **Tier 3 – Embedded Partnership** |
| **Level of Support Provided** | Advisory only — team self-directs using provided resources and occasional check-ins.  | Regular coaching, feedback, occasional hands-on support, reviews and regular check-ins | Deep partnership, with minimum of 1-2 days flexible resource embedded into your team each week. |
| **Coding & Git Upskilling** | Advisory sessions, code reviews and feedback on code practices  | Tailored coaching and collaborative team coding.  | Embedded resource within team, bespoke training and dedicated coaching time. |
| **Process Improvement (RAP Best Practice)** | Best practice guides and recommendations shared. | Co-design of processes, facilitated working sessions | Full process redesign and change support with embedded facilitation |

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| **Scope for Statistics Development Team (SDT)***Only things agreed to be in scope will be completed during the partnership. This cannot change during the course of the work.*  | **Includes:**  | **Excludes:**  |
| **Scope for the team signing up for the PP** | **Includes:**  | **Excludes:**  |
| **Deliverables** | *What will the partnership produce? What outputs will be created to enable the benefits to be realised and the objectives achieved.*  |
| **PART B: To be completed during initial introduction call** |
| **Who** | **Stakeholders** | *Who are the key individuals or groups that can influence the success of the project?*  |
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| **Organisation** | **Sponsor:** *One person who is responsible for the success of the partnership* | **Manager:** *Who will manage the project day-to-day?* |
| **Team:** *Who will be contributing to the partnership?* |
| **Communication** | *How regularly do the team want to have meetings with the Statistics Development Team about the partnership? Who needs to be involved? Are there any other communication preferences (e.g. certain individuals prefer Teams messages / emails?)*  |
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| **When** | **Timescales**  | **Start:**  | **End:** |
| **Milestones** | *What key dates must the project hit? (i.e. approval points, delivery dates, publication dates)* |
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| **Dependencies**  | *Does this work depend on any other projects or organisations?* |
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| **How** | **People** | *How much time will people in the team commit?**Are there any specific working patterns we need to be aware of?* |
| **Risks** | *What could go wrong and prevent this project from achieving its objectives on time?* |
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| **Constraints**  | *Are there any policies or rules this project must operate within?* |
| **Assumptions** | *What assumptions aren’t covered above?* |