

SGG Process Scoring

Explained

Updated August 17, 2018

Overview

Prior to the annual SGG September meeting(s)

- › Project proposals are submitted by SGG members in order to build a preliminary project list
- › The Smartsheet based Project Proposals form calculates two scores:
 1. Priority score
 2. Governance score
- › These scores are used in the September meeting(s) to:
 1. Provide SGG members with a preliminary priority ranking of the projects
 2. Provide SGG members with an indication of the relative level of governance which will be required if the project goes forward

Priority and Governance Scores – Concept

- The **priority score** is higher (priority is higher) if the project:
 - › Has a higher return on investment or cost savings
 - › Aligns with SGG strategic goals
 - › Delivers value in a shorter timeframe
 - › Does more to reduce institutional risk
 - › Affects more of the Stanford community (wider benefit impact)
- The **governance score** is higher (governance importance & complexity, risk addressed & risk inherent in the project – is higher) if the project:
 - › Does more to reduce institutional risk
 - › Affects more of the Stanford community (higher degree of change impact and change management complexity)
 - › Is higher in cost
 - › Has a higher degree of funding (one-time and/or ongoing) uncertainty

Priority and Governance Scoring Summary

Metric	Description	Priority Score (100 max)	Governance Score (100 max)
Strategic Alignment	Reduces administrative burden, improves decision making, increases client satisfaction, or develops/retains talent	0 - 20	N/A
Efficiency/ROI	Benefit to campus operations (income, cost, and/or efficiency)	-5 to 20	N/A
Urgency	Timeframe required for implementation (shorter = higher score)	0 - 10	N/A
Institutional Risk	Mitigates major risk factors including: Compliance, legal, security, liability vendor, system stability (higher risk impact = higher score)	0 - 25	0 - 25
Change Impact	Project breadth from University wide to single department/unit (bigger impact = higher score)	0 - 25	0 - 25
Total Cost	Total budget impact, from XSmall to XXLarge (more \$ = higher score)	N/A	0 - 20
Project Funding Status	Degree to which project funding is already secured (lower confidence = higher score)	N/A	0 - 15
Incremental Operating Cost	Degree to which funding is already secured for any required incremental operating costs (lower confidence = higher score)	N/A	0 - 15

Strategic Alignment*

Selection(s)	Priority Score	Governance Score
Reduces administrative burden (campus)	3	N/A
Reduces administrative burden (central)	2	N/A
Improves decision making (campus)	3	N/A
Improves decision making (central)	2	N/A
Increases client satisfaction (campus)	3	N/A
Increases client satisfaction (central)	2	N/A
Develops or retains talent	5	N/A
Maximum possible score	20	N/A

*None or any combination of the above may be selected in the form

Efficiency/ROI

Selection	Priority Score	Governance Score
Directly results in bottom line income increase, cost reduction, or cost avoidance	20	N/A
Ability to repurpose headcount 1 FTE or greater	15	N/A
Ability to eliminate system/application	10	N/A
Incremental time savings < 1 FTE	5	N/A
No improvement in efficiency or cost savings	0	N/A
Will result in increased cost	-5	N/A

Urgency

Selection	Priority Score	Governance Score
Must be completed within 6 months	10	N/A
Must be completed within 12 months	8	N/A
Must be completed within 18 months	6	N/A
Must be completed within 24 months	4	N/A
No hard time requirement	0	N/A

Institutional Risk

Selection	Priority Score	Governance Score
Mitigates compliance/legal/security/liability risk	25	25
Mitigates vendor risk, e.g., end of support	20	20
Mitigates system stability or business process risk	15	15
Prevents/mitigates errors or low end-user satisfaction	5	5
No risk mitigation	0	0

Change Impact

Selection	Priority Score	Governance Score
University-Wide, Affects All Faculty, Staff and/or Students, or External to Stanford	25	25
Multiple Schools	20	20
Single School or Multiple Departments	10	10
Single Department	0	0

Total Project Cost

Selection	Priority Score	Governance Score
XXXLarge: > \$2,000,000	N/A	20
XXLarge: \$1,200,000 - \$2,000,000	N/A	17
XLarge: \$750,000 - \$1,200,000	N/A	14
Large: \$500,000 - \$750,000	N/A	11
Medium: \$250,000 - \$500,000	N/A	8
Small: \$100,000 - \$250,000	N/A	5
Xsmall: < \$100,000	N/A	0

Project Funding Status

Selection	Priority Score	Governance Score
100% SGG funding requested	N/A	10
Non-SGG funding source is NOT identified	N/A	10
Non-SGG funding source is identified, funds not budgeted	N/A	5
Non-SGG funding source is identified, funds budgeted	N/A	0

Incremental Operating Costs Funding

Selection	Priority Score	Governance Score
Funding source is NOT identified	N/A	10
Funding source is identified, funds not budgeted	N/A	5
Funding source is identified, funds budgeted	N/A	0
Not applicable	N/A	0