

**Project Scope Document**  
**Senior Competitions Review**  
**1-Nov-2017**

**Project Sponsor:** Freda Bussey

**Delivery Lead:** James Murphy

**Working Group:** Keith McAdam, Martin Shakespeare, Steve Evans,

**HUB Support:** Jonathan Moore, Laurence Shenker, Sam Jamieson, Stewart Dunne, Mike Hallam

**Project scope statement:**

The review will look at the following senior competitions

Super 8s Finals  
Cup Finals

**Introduction / Background to project / Business case**

As part of our overall review of competitions we have identified the need to review our senior competitions to reduce the cost of running these events and to align them with the strategic objectives of the organisation. In 2010 it was stated "In the long term VE will work with Super 8 teams to host the central venue weekends themselves and may introduce one or two during the season to enable promotion and TV coverage throughout the season". Current Cup weekends entail unsafe durations for many volunteers and late starts for many matches.

**Deliverables**

- Super 8 finals to be hosted by a Super 8 team(s) from next season onwards.
- Contract for Super 8 hosting
- Update the Cup Finals plan to have two courts to deliver 4 matches in three timeslots to significantly reduce the length of the delay and improve team and volunteer satisfaction.

**Constraints**

Linkage to NVC "renewal" project – reduction in requirements, potential venue change  
Super 8 review needs to be agreed by first Board Meeting of 2018 to enable Super 8 teams to take on for following season – failure to meet this deadline means a one-year delay.

This will require legal, communications, commercial support from the Hub team outside of their day job.

**Key people / Key stakeholders**

- Tech & Talent
  - Jefferson Williams
  - Steve Matthews
  - Steve Evans
- Core Market
  - Sam Jamieson
- Commercial
  - Stewart Dunne
- Legal
- Communication
  - Mike Hallam

**In scope**

Super 8s Finals  
 Cup Finals (and linkage to Junior finals)

**Out of scope**

Out of Scope

This project will not look at the competitions (except the interaction of Junior finals and Cup Finals)

- Sitting
- Beach
- International, National, Regional, local and recreational
- Junior

**Project administration, monitoring and reporting**

Risks

The project lead will ensure that the project team will review the risk log at every team meeting, and project sponsor update their risks at least once a month or more as appropriate to the project.

Issues

The project lead will ensure all changes to cost/timeline/scope must be recorded in the issue log, and reflected in milestones log, budget and estimations, and the project Scope Change log.

Communication

Project Sponsor and lead meeting schedule to be agreed with Sponsor. Project Team meetings schedule will also be arranged.

<b>Milestone</b>	<b>Sign-Off means</b>	<b>Date of Milestone</b>	<b>Who signs-off (Accountability)</b>
Start of Project	Project can begin, is in line with Programme and Portfolio priority, has resource.	November	Sponsor
End of Planning	Project Brief, Plan, Estimated Budget, Risks - all approved. Project has resource approved. Project has funding for effort for other costs.	December	Lead, Sponsor
Delivery	Deliverables completed.	January	Lead, Sponsor
Closure	Project can close.		Sponsor