

# Scoring System for PowerApp Development Prioritisation

## Introduction

To prioritise our PowerApp development effectively and align our projects with our strategic outcomes, we propose a structured scoring system. This system will help in assessing each project based on various criteria and guide us in making informed decisions. Our strategic outcomes include:

- Improved population health
- Improved experience of care
- Improved staff experience
- Improved value

## Scoring Criteria

We have identified several key criteria to evaluate the projects. Each criterion will be scored on a scale of 1 to 5, where 1 indicates low impact/importance and 5 indicates high impact/importance.

1. **Benefits (Time/Money):** The potential savings in time and money the project offers.
2. **Complexity:** The level of complexity involved in developing the project.
3. **User Impact:** The extent of impact on users (staff, patients, etc.).
4. **Urgency:** How urgent the project is in terms of need.
5. **Availability of Resources:** The availability of necessary resources to undertake the project.
6. **Scalability:** The potential for the project to be scaled up in the future.

### 1. Expected Benefits (Time/Money) (Out of 5)

- **Score 5:** Significant cost savings and/or time savings.
- **Score 4:** High-cost savings and/or time savings.
- **Score 3:** Moderate cost savings and/or time savings.
- **Score 2:** Minor cost savings and/or time savings.
- **Score 1:** No noticeable cost savings or time savings.

### 2. Complexity (Out of 5)

- **Score 5:** Extremely complex (requires significant time, resources, and expertise).

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- **Score 4:** Very complex (requires substantial time, resources, and expertise).
- **Score 3:** Moderately complex (requires moderate time, resources, and expertise).
- **Score 2:** Slightly complex (requires minimal time, resources, and expertise).
- **Score 1:** Not complex (requires very little time, resources, and expertise).

### **3. User Impact (Out of 5)**

- **Score 5:** Affects a large number of users significantly.
- **Score 4:** Affects a large number of users moderately.
- **Score 3:** Affects a moderate number of users significantly.
- **Score 2:** Affects a moderate number of users moderately.
- **Score 1:** Affects a small number of users slightly.

### **4. Urgency (Out of 5)**

- **Score 5:** Extremely urgent (immediate need).
- **Score 4:** Very urgent (needed soon).
- **Score 3:** Moderately urgent (needed within a reasonable timeframe).
- **Score 2:** Slightly urgent (needed eventually).
- **Score 1:** Not urgent (no specific timeframe).

### **5. Availability of Resources (Out of 5)**

- **Score 5:** Resources (time, budget, expertise) are readily available.
- **Score 4:** Most resources are available.
- **Score 3:** Resources are moderately available.
- **Score 2:** Few resources are available.
- **Score 1:** Resources are not available.

### **6. Scalability (Out of 5)**

- **Score 5:** Highly scalable.
- **Score 4:** Quite scalable.
- **Score 3:** Moderately scalable.
- **Score 2:** Slightly scalable.
- **Score 1:** Not scalable.

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### Scoring Method

#### Simple Method

- Sum the scores for each criterion to get a total score.
- Rank projects based on their total score.

Each project is scored in the nine categories above, with a possible total score ranging from 9 to 45. Higher scores indicate higher priority for development.

#### Example

Project Name	Benefits	Complexity	User Impact	Urgency	Resources	Scalability	Total Score
Project A	5	3	5	4	3	4	24
Project B	4	2	4	2	4	3	19
Project C	3	4	2	5	2	4	20

### Cost Calculation Formula

To estimate the cost of in-house development, consider the following:

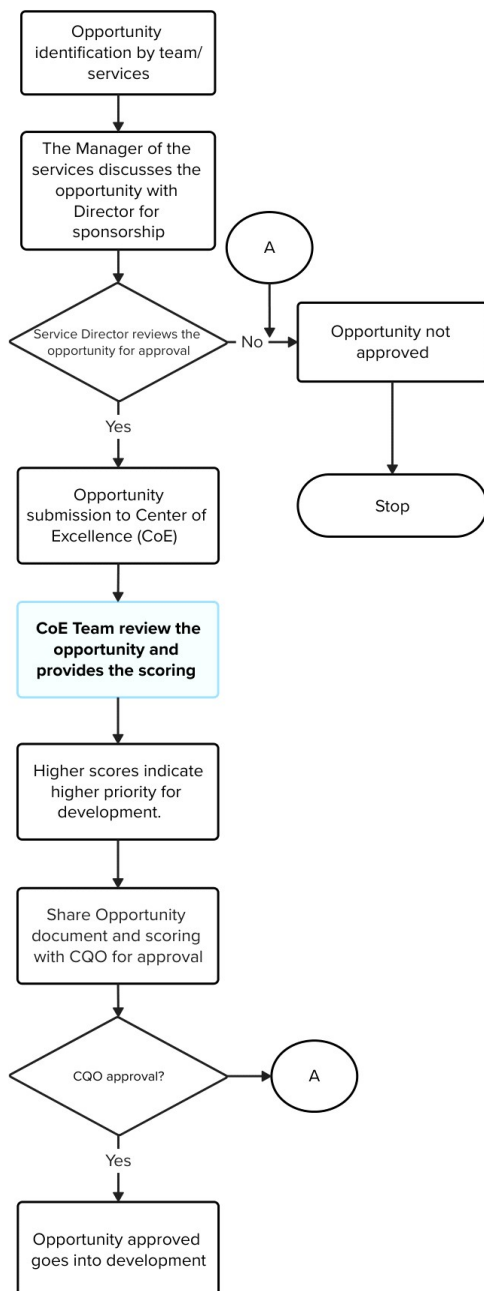
Total Cost = (Staff Hourly Rate x Development Hours) + Overhead Costs

Where some of the Overhead Costs can be:

- Hardware – Tablets/IPads, Computers and other IT equipment
- Software Licences – PowerApps licences and other necessary software
- Training Programs – Training courses for staff

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### Governance and Process for PowerApps Development Prioritisation Steps



#### 1. Opportunity Identification and Sponsorship:

- **Who:** Team members within the organisation identify potential PowerApp opportunity.
- **Role of Manager:** The **Manager** of the proposing team member reviews the opportunity idea and discusses it with their **Director** for sponsorship.
- **Sponsorship:** Once the **Director** agrees to sponsor the opportunity, it is formally proposed and moved forward for prioritisation

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### 2. Submission to the Center of Excellence (CoE):

- **Who:** After sponsoring the project the Director or the team/service manager sends it to the CoE team.
- **CoE Team Composition:** The CoE team includes the Head of Department, Project Manager, and Developer.
- **Role of CoE Team:**
  - The CoE team conducts the **initial scoring** of the project based on a **structured set of criteria** (alignment with strategic objectives, benefits, complexity, user impact, urgency, resource availability, scalability, etc.).
  - The CoE team ensures that all necessary information is gathered and that the project aligns with organisational goals.
  - Involving the originator of the opportunity for any points of clarification

### 3. Review and Approval Process:

- **CoE Hierarchy:** The review process follows the hierarchy of  
CQO → Associate Director → Head of Department → Project Manager
- **Role of Each Level:**
  - **Project Manager:**
    - Coordinates the initial scoring process and prepares all relevant documentation.
    - Ensures that the project is feasible and aligns with the technical capabilities.
  - **Head of Department:**
    - Review the project's scores and provide feedback.
    - Ensures the project aligns with departmental goals and resource availability.
  - **Associate Director:**
    - Validates the project's prioritisation and ensures it supports broader strategic objectives.
    - Addresses any potential inter-departmental implications or conflicts.
  - **CQO:**
    - **Final Approval:** The CQO reviews the top-priority projects, ensuring they align with the organisation's overall strategy and objectives.
    - **Strategic Oversight:** The CQO provides the final green light for projects to proceed, considering their impact on the organisation's strategic outcomes.

### 4. Ongoing Monitoring and Review:

- **Process:** The CoE team regularly reviews and refines the scoring system to ensure it remains effective.

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- **Feedback Loop:** Continuous feedback is collected from all levels to refine the prioritisation process.

## **5. Documentation and Communication:**

- **Transparency:**
  - All scoring decisions, reviews, and approvals are thoroughly documented.
  - Documentation is made accessible to all customers involved in the process.
- **Effective Communication:**
  - The final prioritisation decisions are communicated clearly across the organisation, ensuring all relevant parties are informed and aligned.
  - Regular updates are provided to keep everyone informed of progress and any changes in project prioritisation.