

30.10.13 Preparing First Version of Competition Brief for Collaborative Meeting

1.0 Process Summary

1.1 Process Owner

The Process Owner has overall responsibility for a process. They're accountable for the process operating efficiently and effectively.

Head of Pre Award

1.2 Process Champion

The Process Champions are responsible for ensuring the process documents are up-to-date, accurate and shared with Process Participants.



1.3 Purpose / Scope of the Process

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The purpose of this process is to ensure that the Innovation Lead completes a first draft of the brief on the latest template.

Process Start Point

The process is triggered when a brief template is sent by the Competition Manager to the Innovation Lead.

Process End Point

The process ends when the Content Team have received the Innovation Lead's first draft of the brief, for them to review it for the collaborative meeting.

1.4 Link to Process Model –



2.0 Standard Operating Procedure

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
1	Update Competition Brief	Procedure - Create first draft of competition brief - If a Co Funded competition send to Delivery Partner to review - If an ISCF Competition send to the rest of the Challenge Team to review Guidance and Troubleshooting - Look at competitions that are currently published. This will help you to understand what your competition will look like when it is published - Make sure you have the correct template. Your Competition Manager or the Content Team will be able to help you with this - Read the 'How to complete a competition brief document guide' - First draft must be returned to Portfolio Manager one week prior to the planning meeting - Make sure you have tracked changes turned on	Innovation Lead		Microsoft Word	Competition Brief
2	Send Brief to Competition Manager and Content Team	Procedure - Send the brief with your comments and changes to the Competition Manager and the Content Team Guidance and Troubleshooting - XXX	Innovation Lead	Competition Manager	Microsoft Word	Competition Brief
3	Review Brief Ready For Collaborative Meeting	Procedure - Make sure the brief is on the latest template - Check for any grammatical mistakes - Add comments to any text you would like to raise a question about in the collaborative meeting - Make any suggestions on how any wording can be made clearer - Create a new version with your comments and send to Innovation Lead and Competition Manager ready for collaborative meeting Guidance and Troubleshooting	Content Management Team	Technical Content Designer		Competition Brief

For information and support on Business Process Management and Documentation contact the Process Team.

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		XXX				
4	Email Reviewed Brief	Procedure - Email updated copy of the competition to the Innovation Lead and the Competition Manager and let them know that this is the version of the brief that will be used in the Collaborative Meeting . Guidance and Troubleshooting - XXX	Content Management Team	Competition Manager Innovation Lead		Competition Brief
5	Add Reviewed Brief to the Collaborative Meeting Invite	Procedure - Add the reviewed brief to collaborative meeting invite Guidance and Troubleshooting - The meeting will have already been set up by the Competition Manager	Content Management Team			Competition Brief

3.0 Supporting Information

3.1 Related Training Materials

What training material is available to support this process

3.2 Related Policies / Guidance

What Policies and Guidance inform this process.

No dictionary entries given.

3.3 Participants

Departments, Teams and Roles with the process.

Competition Manager

The Competition Managers in the Competitions Team within Pre-Award are responsible for the operational delivery of competitions through to the funding decision being made and communicated.

Department: Business Operations Department

Team: Competitions Team

Content Management Team

The Content Management team are responsible for the public content related to competitions published to the web.

Department: Business Operations Department

Customer Relationship Lead

Technical Content Designer

Innovation Lead

The Innovation Lead role is the business/technical lead, they have overall responsibility for a Competition or Project.

3.4 IT Systems

IT Systems and Applications used within the process.

Microsoft Word

Microsoft Word is a word processor developed by Microsoft.

IT System Owner: Business Systems Product Manager

3.5 Documents

Documents used within the process.

Competition Brief

The Competition Brief is a key competition document which includes the scope of the competition, the questions asked to applicant and the public content. This document is translated into IFS so that applicants can apply for the competition.

Document Owner: Competitions Manager

IT System: Microsoft Word

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