

INFORMATION STANDARDS ASSURANCE PROCESS

INFORMATION STANDARD DEVELOPMENT PROPOSAL

FOR NEW OR CHANGED INFORMATION STANDARD

[TITLE]

[DATE]

INFORMATION STANDARD DEVELOPMENT PROPOSAL FOR NEW OR CHANGED INFORMATION STANDARD

**Assistance in completing this document can be found in the
GUIDANCE ON COMPLETING THE “INFORMATION STANDARD
DEVELOPMENT PROPOSAL” SUBMISSION TEMPLATE**

REVISION HISTORY

Date of this revision:

Version no.	Revision date	Summary of Changes	Changes marked
2.0	21/03/2024	Inserted Section 1.2 Welsh Health Circular (WHC)/Official Letter	N

SUBMITTED BY:

<i>Document completed by:</i>
<i>Role & organisation:</i>
<i>Phone:</i>
<i>Email:</i>

FEEDBACK TO BE PROVIDED TO:

WISB's decision will normally be communicated within 3 working days after the meeting. Informal feedback may be available, on request, within 2 weeks. A formal Outcome will be ratified at the next WISB meeting and sent to Sponsors and Developers. If the feedback is to be directed to another nominee from that given above, please provide the name and contact details below.

<i>Name:</i>
<i>Email:</i>

SUBMISSION PURPOSE

Proposal submitted for: Information / Draft Proposal / Formal Approval

If this Proposal submission is not for formal approval then please state the specific aspects on which you would like more detailed comments.

Specific Areas for WISB to comment on when not submitting for formal approval at the Proposal stage

SECTION 1: BASIC INFORMATION STANDARD DESCRIPTORS

1. Information Standards Reference Number

2. Welsh Health Circular (WHC)/Official Letter

3. Name of Information Standard

4. Type of change

5. Sponsor

6. Developer

7. Implementation Date

SECTION 2: BUSINESS JUSTIFICATION

8. Purpose

9. Scope

10. Funding

11. Support

SECTION 3: HEALTH INFORMATION AND IT STRATEGIC, NATIONAL AND INTERNATIONAL FIT

12. Strategic National Fit

13. Known standards in use nationally and internationally

SECTION 4: THE PROPOSAL

14. Proposed Solution

15. Testing / Pilot

16. Information Governance

17. Commercial Considerations

18. Fitness for Purpose

SECTION 5: IMPACT ASSESSMENT

19. Impact Assessment

SECTION 6: DEVELOPMENT PLAN

20. Development plan

SECTION 7: ASSURANCE PROCESS HISTORY

21. Documentation

SECTION 8: APPENDIX

22. Appendix