**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** |
|  |  |  |  |

**SUBMITTED BY:**

|  |
| --- |
| *Document completed by:* |
| *Role & organisation:* |
| *Phone:* |
| *Email:* |

**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.

|  |
| --- |
| *Name:* |
| *Email:* |
|  |

**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.**

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

**SECTION 1: BASIC INFORMATION STANDARD DESCRIPTORS**

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| 1. **Information Standards Reference Number** |

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| 1. **Name of Information Standard** |

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| --- |
| 1. **Type of change** |

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| --- |
| 1. **Sponsor** |

|  |
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| 1. **Developer** |

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| --- |
| 1. **Implementation Date** |

**SECTION 2: BUSINESS JUSTIFICATION**

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| 1. **Purpose** |

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| 1. **Scope** |

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| 1. **Funding** |

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| 1. **Support** |

**SECTION 3: Health Information and it Strategic, national and international Fit**

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| 1. **Strategic National Fit** |

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| 1. **Known standards in use nationally and internationally** |

**SECTION 4: THE PROPOSAL**

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| 1. **Proposed Solution** |

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| 1. **Testing / Pilot** |

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| 1. **Information Governance** |

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| 1. **Commercial Considerations** |

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| 1. **Fitness for Purpose** |

**SECTION 5: IMPACT ASSESSMENT**

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| 1. **Impact Assessment** |

**SECTION 6: DEVELOPMENT PLAN**

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| 1. **Development plan** |