'Triage Process'- for introducing new subject areas to the IFoA's Learning offer

	Suggested process
1	**Prioritisation and Phasing** *Decision Gate 1* When a potential need for a new subject domain emerges from any area of the business, LLB will carry out an initial triage of the opportunity. This will include drawing on the advice of other strategic boards and Council, comparing it to alternative subjects competing for resources, and requesting (and subsequently considering) an initial business plan prepared by the Executive team for introduction of the subject. To aid Practice Boards, MIGs, Working Groups etc. in preparing proposals, LLB has developed a *Guidance Note* comprising structured questions that require answering. *Decision Gate 2* For propositions passing Decision Gate 1, LLB will constitute a short-term Task & Finish/Steering Group involving subject specialists, and an Executive member of the IFoA Learning team with dedicated support, i.e. a lead member of staff for the project. The focus of this group will be: - to clarify the core competencies/ skills/ content that will benefit Members - to detail the exact opportunity for the IFoA – Pre-qual, LLL or credentialised LLL, or combination of these; to establish a minimum viable proposition - to set a timeframe (ideally only a few months) with interim reporting points - to determine the resources needed to take the project through the implementation phase, being assured that a clear and manageable workstream is possible - to oversee progress towards the implementation phase - where appropriate, socialise developments with the wider IFoA member community to help shape the development of the project and decisions on its lifespan. This T&FG will make a 'go/no go' decision on implementation and will then be stood down, with the work taken on by a dedicated staff lead, overseen by an Executive Lead.
2	**Pilot** *Decision Gate 3* The staff lead will identify a trusted provider, if the decision is made to go external, and establish a relationship. If it is to be developed 'in house', they will identify and recruit an appropriate implementation T&FG. Pilot the programme. Evaluate the pilot. This group will make a 'go/no go' decision on full launch.
3	**Announcement** Announce the new programme, and where appropriate the credential
4	**Development and evaluation** Continuous improvement of offering, including where necessary new piloting. Remain mindful of the product life-cycle of the offering. LLB to review regularly.