

A Business Case Approach Inside ICT Projects

ESTONIA



- EU Fund's projects are followed up by the Ministry of Economic Affairs and Communication (content, business case, requirements etc.). EU requirements are followed by Information System Authority (2nd level intermediate body)
- The State budget is mainly followed up by the Ministry of Finance

ANNUAL OVERVIEW– ICT STRATEGY

- At the beginning of the year all areas of the Government give an overview to the experts (etc. what have been done so far, AS-IS, TO-BE, the detailed overview of the projects)
- The experts give feedback and make proposals

The Expert Commission (includes technical, financial, public services, strategic, EU fund based experts) approves the ICT Strategies

FOLLOW UP

CONFIRMING ICT STRATEGY

- All projects are presented according to the ICT strategy
- Every project must be described in detail (A4 is mandatory – next slide)

FUNDING OF PROJECTS (STATE BUDGET)

FUNDING OF PROJECTS (EU FOND)

- All projects are presented according to the ICT strategy
- Every project must be described in detail (please see it in the next slide, where are shown A4 (mandatory) and same content longer and detailed description (as application))

A4 – A short summary of the project

BUSINESS CASE EVALUATION (2., 3., 4.)

The Name of the Project, Total Amount		
1. The problem - Describe shortly what the main problem is 1.1 The purpose of the Project – Describe shortly what the main purpose is 1.2 The output of the Project		
2. AS-IS Describe the current situation through numerical view: finances including organization cost at delivering the service, number of services provided, satisfaction with services, the consumer's administrative burden etc. What is the existing process and the technical solution? Describe shortly what kind of preparation have been done so far.	3. TO-BE (achievable by the end of the period of the project) <ul style="list-style-type: none"> A numerical view of the result based on the description of the current situation: at least finances, the consumer's administrative burden. Also the result of the planned process and the technical solution. 	4. Future Impact (compare AS-IS with TO-BE in a 5 - year perspective) Impact indicators based on the description of the current situation: finances, satisfaction with services etc.
5. Main resources Project organisation – human resource, distribution of roles, burden, including who is the product owner. Other resources	6. Actions, timeline, budget <ul style="list-style-type: none"> Project expenses by budget activities along with the schedule. Also, the total budget Add the activities that remain outside the project and are financed from other sources. The number of procurement procedures. 	7. Project prerequisites Describe what kind of requirements are essential in the project and what their status is (etc. Open data, GDPR, links with the development plans and frameworks). Main potential risks. The current state of the amendments to the legal regulation and plans.
8. User groups, third parties <ul style="list-style-type: none"> Main user groups, beneficiaries and number of potential beneficiaries. The necessity of third parties, including outside Estonia. A brief description of the arrangements or, where appropriate, the existence of a confirmation letter. 	9. The innovativeness of the Project <ul style="list-style-type: none"> Which development leap will be achieved compared to the today's situation? 	10. Sustainability <ul style="list-style-type: none"> The budget of at least 5 years (e.g. accommodation, maintenance, development) for the sustainable functioning of the result/development of the project, and how (=from which sources) they are planned to be covered.