
Business Case

for

EC(E) as

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Happy Duckling Early Childhood Centre

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Revision History

Name	Date	Reason For Changes	Version
Jonas Rogado	13/3/18	Finished Assumptions	1
Jonas Rogado	15/3/18	Finished Business Case	2
Jonas Rogado	17/3/18	Finished Appendices and Executive Summary	3
Jonas Rogado	18/3/18	Proof Reading	Final

1. Assumptions

- Teachers and staff will be allocated training time for the new system.
- Infochild is browser based that is compatible with platforms like Google Chrome, Internet Explorer, Firefox and various others.
- Staff information is manually recorded.
- There must be a plan to migrate existing information from Infochild to the new system.
- Full Backing – Project Sponsor fully supports the project goals and vision.
- The project will undergo on a specific schedule and budget.
- Infochild will run on more popular/preferred infrastructures like Windows or Mac.

2. Executive Summary

Project EC(E) as' main goal is to become paperless ECE, allowing more flexibility and time for staff to focus on the children. The project's main scope is managing daily rolls, roll forecasting, staff time sheets, staff rosters, daily operations and information. Modules A B and F (Appendix 3) are prioritised because they coincide most with the project's goal. The company wants to have a teacher-to-child ratio above the minimum standard. Prioritising Module A will provide the ECE with a better attendance forecast and a better chance of meeting ratio standards. The ECE should be able to roster the necessary number of staff and have better meal planning. Module B is also influenced by a better attendance forecast, staff availability can be handled efficiently. Managing Module F will provide the ECE with more information about the children. This information will be vital for safety measures.

The secondary scope of the project will be Modules C D and E (Appendix 3). Fixing Module C will allow the ECE to have more detailed information regarding fees. Also, the ECE can better manage unpaid debts. The benefit of fixing Module D is that the system can automatically update children in the waitlist when spaces become available. If implemented, Module E is marketing scheme that attempts to attract more children to the ECE. Modules C D and E are

Modules G H I and J (Appendix 3) are the least prioritised modules. Implementing the idea of Module F will integrate better communication between the ECE and parents and between parents and their children. Module H is a safety measure that needs to be more efficient and effective. Having information about a children's allergies can help with their meal planning. Module I revolves around the idea that teachers are assigned to specific tasks based on their qualifications. Having a system that keeps information about their qualifications and first aid certificates can make roster planning easier and safer. Module J discusses the ECE's long-term goal if the project is successful.

Modules A B and F have the most priority because they coincide most with the project's main goal. Managing daily information more efficiently will be vital in the system. Module C D E focuses more on the financial benefits of the ECE. Modules G H I and J are least prioritised because they do not coincide with the project's goals as much as the aforementioned modules. My proposed solution fits best with the project's goals. It delivers on the idea of allocating all the staffs' attention to the children. My solution also has long-term benefits for the business.

3. Business Case

3.1. Project sponsor(s) and stakeholder(s)

Stakeholder 1 – General Manager; Mrs Lydia Chung (Project Sponsor)

Mrs Chung holds the overall power and authority on budget, operations and strategic goals of the ECE centres. Overseeing all the ECE centres, Mrs Chung will have invaluable skills and experience that will be vital for the project's success. I will appoint Mrs Chung as one of the Project Champions. She will have the final say on every decision and action made.

Stakeholder 2 – The Ministry of Education (MOE) (Project Sponsor)

They allocate the funds and set the regulations for the project.

Stakeholder 3 – Ms Juliana Aronui (Project Champion)

I will also appoint Ms Aronui as Project Champion. Ms Aronui is currently the Centre Leader and already has 10 years working experience from the United Kingdom. Previously working in the UK, she will offer a different perspective. I believe that Ms Aronui can treat this project as a huge learning experience and a platform to display her skills and experience. If successful, I believe Ms Aronui will be recognized and offered roles better than her current one.

Stakeholder 4 – Mario D'Souza

Mr D'Souza is the current Assistant Centre Leader, he will be aware of the current situation of the centre. He will undergo the change that will occur under the new system.

Stakeholder 5 – Children

The children will be the most affected by this project. The program will have a more 'personal' environment, allowing the staff to know more about the children. The children should be content with the vision, "focus only on the children and their needs and leave as much of the mundane work of reporting and reading information to technology."

Stakeholder 6 – Parents/Guardians/Students

Parents will always want the best for their children. If successful, the project will allow staff to deliver full attention to their children, obtain all valuable information about their children and various other benefits. Parents should be delighted with the vision in place for this project.

Stakeholder 7 – Staff (Teaching)

ECE staff will be one of the most affected as they will be working with new system every day. The new system will allow them to focus more on than children. They will need to take some time to learn the new system.

Stakeholder 8 – Staff (Other)

The new system will take the some of the manual jobs, which will affect their job. It is possible that these staff could lose their jobs to the new system. They will need to learn the new system.

Stakeholder 9 – Software Team

This team will implement the new system. They are held most responsible for the project's success.

3.2. Business needs

Business Goal/Objective	Description
Paperless	This will allow more flexibility in the ECE, more time to focus on the children and save more money by using paper less.
Greater Accessibility	Having a system that is accessible anywhere and anytime will
Security/User Access	Since the system holds personal information about children, strong security will need to be implemented.

3.3. Business requirements

- The system can have a program where the parents can input the times their children both come and leave in advance. This will fix problems like; children forgetting to sign out, allocating a suitable number of staff, staff going on leave and meal planning.
- Implement ID tags. For when children sign in and out of the ECE (Like the AT hop card)
- A program integrated with funding details for each child. This could help sort out problems involving discounts, children being pulled out and unpaid fees.
- Another program where waitlists can be automatically sorted. Say if a child is pulled out of the program, the system will automatically notify the first waitlisted child that they can enrol into the program.
- A program that can manage daily operations. This will compact all significant information quicker. The staff won't have to transfer the information from paper to computer.

3.4. Business value

This project will influence the ECE in various ways. Ways such as processes and security.

1. Processes – Technology will be doing more of the admin jobs. Everything will be more efficient. I.e children on the waitlist no longer must be manually emailed by admin staff, rather they will be automatically notified by technology.
2. Security – Since the system will hold information about children, the system will need to implement better and additional security. Manual files can easily be stolen.
3. Marketing/Awareness – Uploading the portfolios and stories online will put the company on a platform to display their program.
4. Cost-Saving – Minimizing the use of paper, reducing the process will be cost reductive.
5. Interaction – Increase parent to ECE interaction through the collaboration platform and online portfolios.

3.5. Special issues or constraints

- Available Functionality – Infochild may not be able to function to all the requirements.
- Budget – Budget allocated may not be sufficient. The company may need to purchase more computers, devices and infrastructure for the new system. I.e the company might

need a budget to make the system compatible across different platforms; Windows, Mac and others.

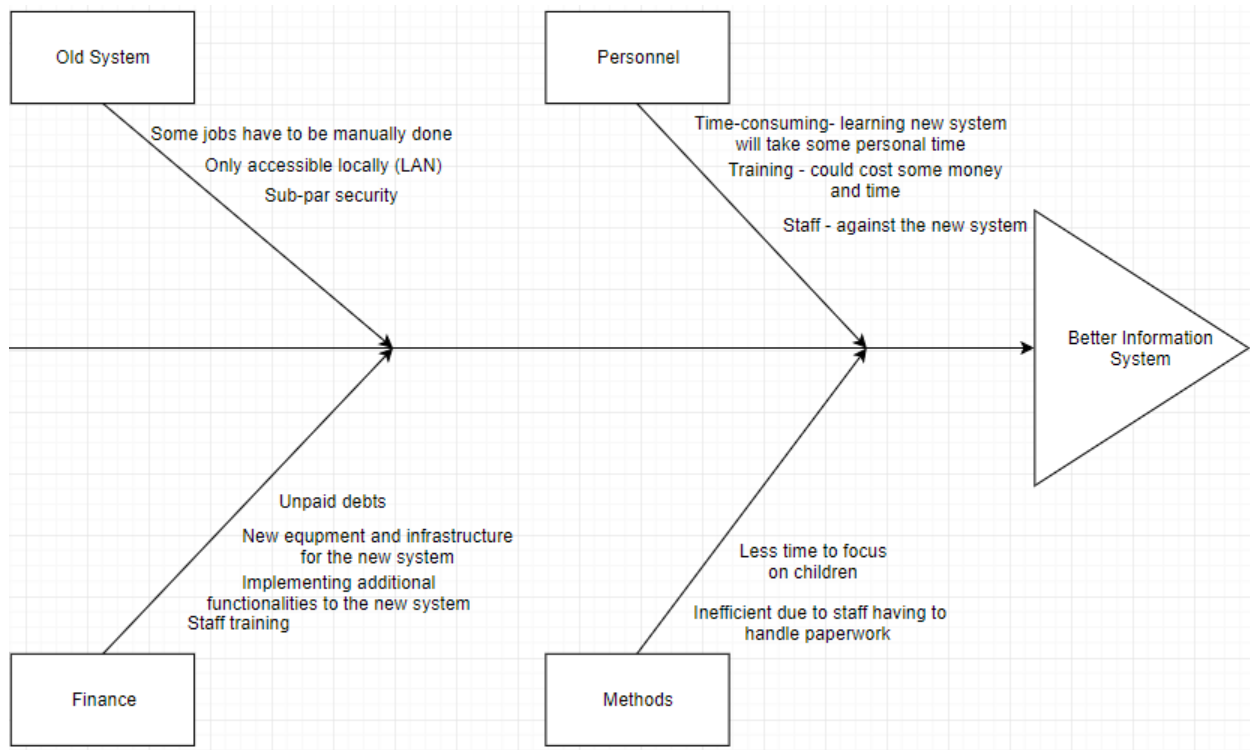
- Training – Staff will need to learn the new system. This affects their availability and time.
- Computer Literacy – Some staff may disagree with the change and prefer the previous process.

4. Appendices

4.1. Appendix 1: SWOT Analysis

STRENGTHS <ul style="list-style-type: none">• Happy Duckling has fully qualified educators.• Teacher-to-student ratio is above minimum standards• The current ECE leader for Happy Duckling, Ms Aronui has 10 years working experience from the UK.• Enthusiastic staff who are motivated to develop their skills and experience and open to change.• Already have a system; better than nothing• Good government connections	WEAKNESSES Current system - <ul style="list-style-type: none">• Some of the tasks must be manually done by the staff, leaving less time to focus on the children.• Current system is only accessible locally (LAN).• Current files/paperwork be easily lost.
OPPORTUNITIES <ul style="list-style-type: none">• Professional supervision is provided to new staff-in-training• Marketing – More children may be interested in enrolling at the program• Happy Duckling was selected to participate in the project as a pilot run of its vision and strategy• Funding from ministry, indicating signal to ensue with the project.• New technology	THREATS <ul style="list-style-type: none">• Competition – other ECE's develop a much better system.• Funding cut – government no longer supports the project with funds• Stagnant improvement with the project

4.2. Appendix 2: Fishbone Diagram



4.3. Appendix 3: System Modules

System Modules involved:

- Module A: Manage daily rolls and roll forecasting
- Module B: Management time sheets and rosters
- Module C: Fees Invoicing and receipting, and debt management
- Module D: Manage enquiries and waitlists
- Module E: Manage children portfolios and stories online
- Module F: Manage daily operations and information
- Module G: Parent collaboration platform
- Module H: Automatic updates for children with allergies
- Module I: Teacher information management
- Module J: Innovative suggestions to set us apart

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