# Capital Planning and Investment Procedure Template

## Introduction

The Capital Planning and Investment Procedure establishes a structured approach to planning, approving, and managing capital investments to ensure alignment with organizational goals and ISO 27001 standards. This procedure aims to optimize resource allocation, mitigate risks, and ensure transparency in decision-making.

## Purpose

The purpose of this procedure is to provide a framework for evaluating, prioritizing, and approving capital investments. This ensures that investments align with the organization’s strategic objectives, regulatory requirements, and information security priorities.

## Scope

This procedure applies to all departments, projects, and stakeholders involved in the planning, evaluation, and approval of capital investments within the organization. It includes investments related to information systems, infrastructure, and other critical assets.

## Policy Statement

The organization is committed to ensuring that all capital investments are:  
1. Aligned with strategic objectives and organizational priorities, such as enhancing operational efficiency, supporting business growth, and mitigating critical risks.  
2. Evaluated against financial, operational, and information security criteria.  
3. Subject to a formal approval process to ensure accountability and compliance.

## Roles and Responsibilities

- Project Sponsors:  
 - Submit capital investment proposals and provide necessary documentation.  
 - Ensure alignment with organizational objectives.  
- Capital Review Board:  
 - Evaluate and prioritize investment proposals based on predefined criteria.  
 - Provide recommendations for approval.  
- Finance Department:  
 - Assess financial viability and budgetary constraints.  
 - Track and report on capital expenditures.  
- Information Security Team:  
 - Evaluate proposals for compliance with information security requirements.  
 - Identify and mitigate potential risks associated with investments.  
- Executive Leadership:  
 - Approve or reject investment proposals based on recommendations and organizational priorities.

## Procedure Steps

1. Proposal Submission:  
 - Project Sponsors submit detailed investment proposals, including objectives, scope, and budget estimates.  
 - Include risk assessments and alignment with ISO 27001 standards.  
  
2. Initial Review:  
 - The Capital Review Board conducts a preliminary assessment to verify completeness and alignment with organizational priorities.  
 - Proposals that meet initial criteria proceed to the next stage.  
  
3. Financial and Security Evaluation:  
 - The Finance Department evaluates financial feasibility and budgetary implications.  
 - The Information Security Team assesses risks and ensures alignment with ISO 27001 requirements.  
  
4. Prioritization:  
 - The Capital Review Board ranks proposals based on predefined criteria such as strategic alignment, ROI, and risk mitigation.  
  
5. Approval:  
 - Executive Leadership reviews prioritized proposals and provides final approval.  
 - Approved investments are documented, and stakeholders are informed.  
  
6. Monitoring and Reporting:  
 - The Finance Department and Capital Review Board monitor implementation progress and financial performance.  
 - Regular reports are shared with stakeholders to ensure accountability and transparency.

## Compliance and Monitoring

Compliance with this procedure is enforced through:  
- Regular audits of investment processes and documentation.  
- Monitoring adherence to ISO 27001 standards during the evaluation and implementation phases.  
- Periodic reviews of capital investment outcomes to identify areas for improvement.

## Related Documentation

- Strategic Investment Policy  
- Information Security Policy  
- Risk Management Framework  
- Financial Management Policy

## Review and Revision

This procedure is reviewed annually by the Capital Review Board in collaboration with the Finance Department and Information Security Team. Updates are made to address changes in organizational strategy, regulatory requirements, or industry standards.

## Narrative Guidance

This procedure aligns with ISO 27001 emphasizing the need for a structured and accountable approach to resource allocation and investment planning. It helps organizations manage risks, optimize resources, and achieve strategic objectives efficiently.