

Application Form

For New Projects and Funding

Through the Business Improvement Sub-Committee



Document: New Projects and Funding
Issue Date: 08/10/2010
Version: Final
Version Number: 5.0

New Project Name:	
Project Type:	
Supplier (if applicable):	
Proposed Use:	
Funding Source:	

Document Author:	
Author Contact Tel No:	
Author's Position Held:	
Service:	
Date Submitted:	

If you require help with completing this application form please refer to the guidelines at the end of the document.

**Please also refer to the Policy for ICT or BI Projects.
(Also found at the end of this Document)**

Section A - Use

A.1	Please describe what it is you are applying for?
A.2	What business problems and opportunities are addressed by the proposed project?
A.3	Who will be using the systems and/or new processes and at which location?
A.4	What are the likely or possible changes in working practices, which will result from the introduction of the proposed system/process?

Section B – High Level Benefit Analysis

B.1	Please list any expected benefits, particularly those with productivity, efficiency and cashable gains.
B.2	Please list any expected benefits, particularly those with improvements in accessing information for customers, staff, stakeholders, and members.
B.3	How does the project deliver improved monitoring for performance (e.g. National Indicators)

Section C – Relationship to the Corporate Business Plan

C.1	Please list and define known relationships to Corporate Business Plan/LAA.

Section D – Risk Assessment

D.1	How will the system enable better management of risks identified in the Council's Risk Register? Please provide comprehensive list.
D.2	How will additional risks introduced during or after the project be managed?
D.3	What is the risk of doing nothing?

Section E – Other Reference Sites

E.1	What other reference site is the system/process currently in use? Please provide a list of references and contact details (e.g.: names, telephone numbers and/or e-mail addresses).

Section F – Alternatives Investigated

F.1	What alternatives have been considered in reaching this recommendation? Please list.
F.2	Please explain for each option why these are not the preferred solutions?
F.3	Has consideration been given to the underlying service processes before considering an ICT solution? Please explain giving detail.

Section G – Costs & Support

G.1	Please give an indication of expected overall project costs (capital & revenue)?
G.2	Please indicate the expected source of funding? (e.g. Corporate, Service, ICT)
G.3	Who will provide annual maintenance and support?
G.4	Will Steria be required to provide support for the project and the ongoing support?
G.5	Please indicate how you intend to resource the project?
G.6	Please indicate who will be sponsoring the project?
G.7	Will the project impact on any other Service? Explain how?

Section H – Impact on External Parties

H.1	Please provide details on any potential impact on external agencies & partners which the new process/system is likely to affect.
H.2	Please indicate where the project is required due to Government targets or Legal obligation? If yes, how and what are the timescales for compliance?

Section I – Training

I.1	Please provide any training/skills transfer information?
I.2	Please explain how training will impact your current operation and workload.

Note: Sections J,K to be completed by BIT.

Section J - Scoring

J.1	Project Score	Programme Rank

Section K – Comments

K.1	ICT
K.2	Steria
K.3	Business Improvement Team
K.4	Performance & Value for Money
K.5	Finance & Procurement
K.6	Service Manager (if not the applicant)

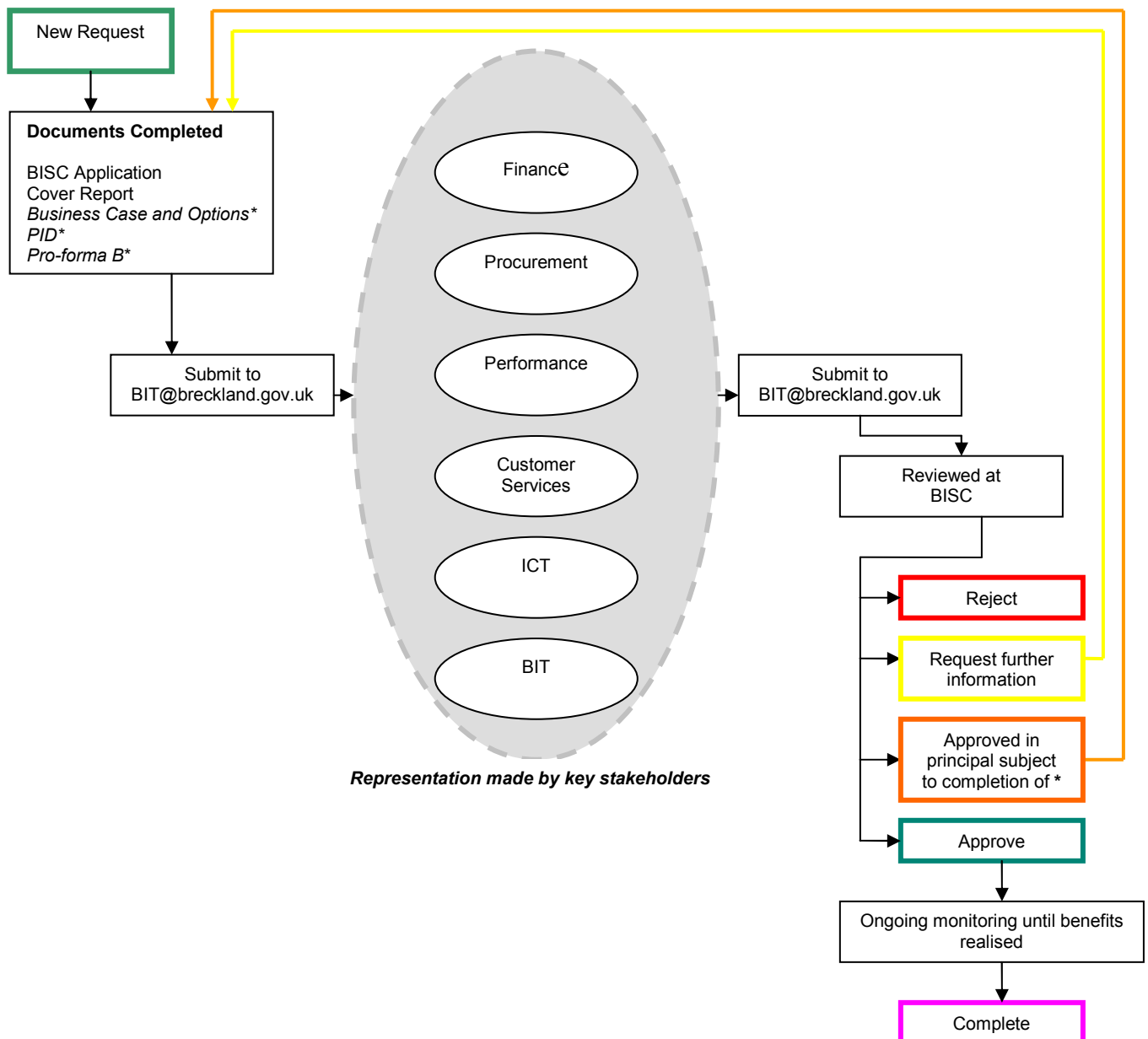
Internal Checks

		Ref:
1	Completed Form	<input type="checkbox"/>
2	Service Manager Approval	<input type="checkbox"/>
3	ICT Checked	<input type="checkbox"/>
4	Steria Checked	<input type="checkbox"/>
5	BIT Checked	<input type="checkbox"/>
6	Performance & Value for Money Check	<input type="checkbox"/>
7	Finance Checked	<input type="checkbox"/>
8	Service Manager Checked	<input type="checkbox"/>
9	Application Verified	<input type="checkbox"/>

Policy for New Projects and Funding for BI or ICT

In order for an “idea” to become a resourced approved Project it will need to follow the steps below. This Application Form is step 1 only.

- Staff wishing to obtain funding or seek approval for either new ICT systems, upgrades or replacements or Business Solutions must make a written application, using this application form, to the Chairman of the Business Improvement Sub-Committee Board.
- The completed application must be based on sound evidence, giving full details.
- The application must be supported by the Portfolio Holder and Head of Service.
- Any incomplete application will be rejected



Application Forms are required for:

- New software/hardware, including those provided initially at “no cost”
- Replacement software/hardware (including any upgrades)
- Integration and interfacing
- Significant increases in software support expenditure
- Strategic Service Reviews/End to End Business Process Re-engineering
- Business Process Improvements

The Business Improvement Board will consider the application, employing external expert advisers where necessary, and make one of the following recommendations:

- Further investigation and research required
- Reject application
- Accept Application
- Accept Application subject to completion of a Business Case*, Project Initiation Document*, Options Analysis*, Proforma B and report.

** Where required*

The ultimate decision on the introduction of new projects involving ICT and/or Business Improvement will rest with the Business Improvement Sub Committee..

The introduction of service review/project must be monitored and audited against an agreed protocol and regular audit reports must be made available to the Board to ensure the expected benefits of the investment are realised.

Guidelines for Form Completion

Before passing the application for approval, please be sure to:

- 1) Complete all sections. This will ensure that all relevant information is available so that an early decision can be made. Incomplete sections may result in the application being refused or returned.
- 2) The applicant must be accompanied with a report detailing the options (1, Do nothing, 2, Do something, 3, Do everything) and when applicable, sub options, the business case and recommendation.
- 3) Attach any supporting evidence which the Business Improvement Board should take into account.
- 4) Ask your finance representative to calculate the impact on the budget of your own and any other Service.
- 5) Obtain the approval of your Service Manager and Director.
- 6) Send the completed application (as an e-mail attachment only) to the following recipient BIT@breckland.gov.uk
- 7) When required, you should be prepared to brief a representative on the Board in order to support the application and answer questions. You may be required to attend meetings in person.
- 8) All applications, reports and supporting information must be received and circulated before the agenda deadline.