

Digital Investment Governance Framework

PROJECT Steps

Steps to follow when making a digital investment for a Project

STEP **0**
Identify Investment

AGENCY ROLE

- Develops a digital investment proposal
- Advises QGCDG of the initiative
- If proposal is prioritised within the agency, it is added to agency's Digital Investments Roadmap
- **Projects that emerge from a program will disregard step 0 and start at either 1 or step 2**

QGCDG ROLE

Performs initial assessment of proposal and provides digital investment advice, e.g. suggestions to improve proposal, opportunities for reuse of digital/ICT solutions

STEP **1**
Preliminary Evaluation

- Agency initiates project and plans and budgets for business case
- Completes assurance profiling tool – submits Assurance Plan to QGCDG
- Submits Gate 1 Assurance report and assurance plan including preliminary business case

- Performs Concept Review
- Provides advice on Assurance Plan
- Adds project to Digital Investments Register
- Governance Group (DELSG) provides guidance before resources committed for detailed business case

STEP **2**
Analyse and Plan

- Agency engages with vendors (where possible) to inform detailed business case
- Submits Gate 2 Assurance report including detailed business case – prior to going to market

- Performs Investment Review A
- Updates Digital Investments Register
- Governance Group provides guidance before resources are committed to undertake the project

STEP **3**
Investment Decision

Submits Gate 3 Assurance report including final business case and benefits realisation plan following any updates from prospective suppliers

- Performs Investment Review B
- Updates Digital Investments Register
- Governance Group provides guidance before contracts are awarded

STEP **4**
Deliver Investment

- Provides monthly updates for the Digital Investments Register
- Completes a Project Key Indicator Questionnaire monthly
- Submits Gate 4 Assurance report – prior to go live

- Monitor project delivery through attendance of Project Board meetings for selected projects, and review of Digital Investments Register data and Key Indicator Questionnaires
- Perform Health Checks as required
- Governance Group provides guidance based on Health Check findings

STEP **5**
Realise Investment

Submits Gate 5 Assurance report and supporting documentation and action plan for QGCDG review 6 – 12 months after go live

- Performs Outcomes Review
- Ensures lessons learned are consolidated and considered when providing advice for future digital investment proposals
- Project updated in Digital Investments Register to indicate completion or closure