

Digital Investment Governance Framework

PROGRAM Steps

Steps to follow when making a digital investment for a Program

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

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

Strategic Assessment - Identify

- Agency initiates program and plans and budgets for business case
- Completes assurance profiling tool – submits Assurance Plan to QGCDG
- Submits Gate 0 Assurance report and assurance plan including preliminary business case

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

STEP 2

Strategic Assessment - Define

- Agency engages with vendors (where possible) to inform detailed business case
- Submits Gate 0 Assurance report including detailed business case – prior to going to market
- **Projects that emerge from a program will commence the project digital investment steps at either Step 1 or Step 2, as discussed and agreed**

- Performs Program Investment Review (not A or B)
- Updates Digital Investments Register
- Governance Group provides guidance before resources are committed to undertake the program

STEP 3

Deliver Investment

- Provides monthly updates for the Digital Investments Register
- Completes a Project Key Indicator Questionnaire monthly
- Submits Gate 0 Assurance report with supporting documentation and action plan at the appropriate time

- Monitor program delivery through attendance of Program Board meetings for selected programs, and review of Digital Investments Register data and Key Indicator Questionnaires
- This monitoring will link to the monitoring of a program's constituent projects
- Perform Health Checks as required
- Governance Group provides guidance based on Health Check findings

STEP 4

Strategic Assessment - Close

Submits Gate 0 Assurance report and supporting documentation and action plan for QGCDG review at close of Program

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