Digital investment advice

Initiative registration

|  |  |
| --- | --- |
| Department |  |
| Completed by (Name & title) |  |
| Approved by (Name & title) |  |

Overview

The Digital Investment Governance Framework (DIGF) requires departments to register their digital and ICT-enabled investments with the Office of Assurance and Investment (OAI). This contributes to building a portfolio view of planned investments across the sector.

This step supports OAI to provide advice on similar or related investment proposals across the Whole-of-Government pipeline and initiatives currently being implemented, facilitating cross agency collaboration and productivity, with an objective of reducing duplication.

**This document is to provide OAI with the minimum data required for initiative registration.** Additional information about the initiative is also welcomed.

Additional guidance can be found at [Digital and ICT Investment Review](https://www.forgov.qld.gov.au/information-and-communication-technology/queensland-government-enterprise-architecture-qgea/ict-investment-review) on the ForGov site.

For queries or assistance, please email [OAI@chde.qld.gov.au](mailto:OAI@chde.qld.gov.au).

Information Security

This document has been security classified as *Official* using the Queensland Government Information Security Classification Framework (QGISCF).

Digital investment advice – minimum data requested

| Data sought | Format | Notes on data |
| --- | --- | --- |
| Initiative Name | Free Text |  |
| Department | Free Text |  |
| Division / Agency | Free Text |  |
| Initiative Sponsor | Free Text |  |
| Initiative Accountable Officer | Free Text | *If known – if not, please leave blank.* |
| Initiative Start Date | Month / Year | *Estimates at this stage are sufficient* |
| Initiative End Date (proposed) | Month / Year | *Estimates at this stage are sufficient* |
| Initiative Stage | *Identify investment*  *Preliminary evaluation*  *Analyse and plan*  *Investment decision*  *Deliver investment*  *Realise investment* | *Aligned to the Digital Investment Governance Framework. Please contact OAI if unsure.* |
| Brief problem statement | Free Text | *Please provide 2-3 succinct sentences, as well as any supporting documents such as a Project Initiation Document.* |
| Target outcome and proposed solution | Free Text | *Please provide 2-3 succinct sentences, as well as any supporting documents.* |
| Customer | Free Text | *What user group is the solution for?* |
| Risks and issues | Free Text | *If there are any known at this stage* |
| Min / election commitment | Yes  No | *Does this initiative deliver all or part of a ministerial or election commitment?* |
| Digital government objectives | Yes  No | *Yes / No.* *Does this initiative directly align to the Digital Economy Strategy?* |
| Agency alignment | Free Text | *Please provide 2-3 succinct sentences or bullet points to demonstrate alignment to agency strategies.* |
| Has funding been allocated? | Yes  No | *If yes, please indicate funding source* |
| What are the next steps for the initiative? | Free Text | *Please outline the next activities for the initiative.* |
| Costs of next stage (estimated) | Dollar amount | *Estimates or a range at this stage are sufficient* |

Additional data – please provide if known

Please provide the following data to OAI once it is available. This helps reduce duplication of work across the sector and assists digital and IT planning activities at the whole-of-Government portfolio level.

|  |  |  |
| --- | --- | --- |
| Other useful information if known |  |  |
| Core and Common considerations | Free Text | *Has reuse of an existing solution been considered?*  *Can this initiative develop capability for reuse across Government?* |
| Sector consultation | Free Text | *Provide succinct commentary on any consultation that has occurred across the sector including Departments consulted with, and outcomes of discussions* |
| Estimated implementation costs | Dollar amount | *A rough estimate is fine at registration. OAI will work with agencies to update this detail as it becomes known.* |
| Estimated Total Cost of Ownership (TCO) over 5 years | Dollar amount | *Please provide if known* |