

Workbook Instructions: This is a Sample Used For Demonstration Purposes Only

The Business Case Workbook provides the toolset to develop a thorough financial analysis and justification for an information technology (IT) project. The Workbook is intended to be used in conjunction with the Business Case Template.

The Workbook comprises multiple Excel worksheets that enable input of cost estimates, quantitative benefits, and other evaluation factors. Entered data is presented in the Cost-Benefit Summary, Financial Analysis, and Selection Results worksheets.

Information within the Workbook flows from left to right. The first three worksheets after these instructions support data entry; the Cost-Benefit Summary and Financial Analysis worksheets are protected from change because they automatically summarize information from the first three worksheets. The Selection Results worksheet is not protected so the user can copy the required information into the Business Case Template.

Note: Data entry cells are in **red** text. Cells referenced by other worksheets are in **blue** text. Cells calculated or referenced within the same worksheet are in black text. Subtotal, total, and cumulative total cells are in **bold** black text.

An overview of the Workbook contents and line item descriptions of the worksheet elements are provided below. Detailed instructions for these worksheets are provided in the Business Case Instructions.

Table of Contents

| | |
|---|--|
| Cost Analysis | Quantifies business case cost estimates required for project development, implementation, and maintenance |
| Quantitative Benefit Analysis | Quantifies incremental cost savings, cost avoidance, and revenue generation benefits for the agency, as well as service delivery and regulatory savings for constituents |
| Evaluation Factors | Rates the qualitative and quantitative factors that support and justify an IT project, including Statutory Fulfillment, Strategic Alignment, Agency Impact Analysis, Financial Analysis, Initial Risk Consideration, and Alternatives Analysis |
| Cost-Benefit Summary | Summarizes major categories of business case costs and quantitative and qualitative benefits |
| Financial Analysis | Contains various measures of financial feasibility, including incremental and cumulative Net Flow, Net Present Value (NPV), Breakeven Point, and Financial Return on Investment (ROI) |
| Selection Results | Provides a summary of project evaluation factors and financial analysis results that should be copied into the Business Case Template. Note, this worksheet is not protected. |
| Cost Mapping | Provides an estimated cost mapping from the business case costs (i.e., project costs plus non-project/operational costs) identified on the Cost Analysis worksheet to the ITD costs (i.e., project costs) and then allows agency adjustments to the ITD costs. This optional worksheet is one of the tools in the Project Financial Life Cycle Extension. This worksheet is included within the Business Case Workbook tool to facilitate calculations used in the mapping. For guidance on use of the Cost Mapping worksheet, refer to the Project Financial Life Cycle Guide within the Project Financial Life Cycle Extension. |
| Agency Additional Information | Provides a blank, free-form spreadsheet that allows agencies to include any additional information that is helpful. This optional worksheet is one of the tools in the Project Financial Life Cycle Extension. This worksheet is included within the Business Case Workbook to facilitate agency calculations and mapping. For guidance on use of the Agency Additional Information worksheet, refer to the Project Financial Life Cycle Guide within the Project Financial Life Cycle Extension. |
| Version History | Summarizes the revision history of the Business Case Workbook beginning with Release 2.1 (January 2013). |
| Workbook Header | Right-click a sheet tab, and then click Select All Sheets on the shortcut menu. On the Page Layout tab, in the Page Setup group, click the Dialog Box Launcher Button  the Header/Footer tab, click Custom Header . Type in Left Section: [Agency/Organization Name] [Project Name]. Type in Right Section: BUSINESS CASE WORKBOOK [Version Number] [Revision Date mm/dd/yy] |

Line Item Descriptions

| Line | Category | Description |
|---|--|---|
| Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only | | |
| P1 | Project Agency Personnel Services | Project agency personnel costs associated with the proposed project (P1-I = Implementation Costs; P1-M = Maintenance Costs) |
| P2 | Project Agency Personnel Fringe Benefits | Project total overhead burden for agency personnel (29.74%) including employer payroll expenses (Social Security and Medicare taxes, unemployment compensation, and workers' compensation), paid time off (holidays, sick leave, and annual leave), health insurance, retirement contributions, and longevity pay |
| P3 | Total Project Agency Personnel Costs | Read-only summary of all project agency personnel services categories |
| NP1 | Non-Project/Operational Agency Personnel Services | Non-project agency personnel costs associated with the proposed project (NP1-M = Maintenance Costs) |
| NP2 | Non-Project/Operational Agency Personnel Fringe Benefits | Non-project total overhead burden for agency personnel (29.74%) including employer payroll expenses (Social Security and Medicare taxes, unemployment compensation, and workers' compensation), paid time off (holidays, sick leave, and annual leave), health insurance, retirement contributions, and longevity pay |
| NP3 | Total Non-Project/Operational Agency Personnel Costs | Read-only summary of all non-project personnel services categories |
| P4 | Project Contract/Consultant Services | Project contract/consultant costs associated with the proposed project for services, excluding hardware/software, maintenance, procurements, and other costs included under Hardware/Systems Costs (P4-I = Implementation Costs; P4-M = Maintenance Costs) |
| P5 | Total Project Contract/Consultant Services Costs | Read-only summary of all project contract/consultant services categories |
| NP4-M | Non-Project/Operational Contract/Consultant Services | Non-project/operational contract/consultant costs associated with services for ongoing operation of the proposed project, excluding hardware/software, maintenance, procurements, and other costs included under Hardware/Systems Costs (NP4-M = Maintenance Costs) |
| NP5 | Total Non-Project Contract/Consultant Services Costs | Read-only summary of all non-project contract/consultant services categories |
| P6 | Total Project Agency and Contract Personnel Costs | Read-only sum of project agency Personnel Costs (P3) and Contract/Consultant Services Costs (P5) |
| NP6 | Total Non-Project/Operational Agency and Contract Personnel Costs | Read-only sum of non-project agency Personnel Costs (NP3) and Contract/Consultant Services Costs (NP5) |
| P7 | Project - Hardware Procurement | All hardware procured specifically for this project |
| P8 | Subtotal Project Hardware Procurement | Read-only summary of all project hardware procurement categories |
| P9 | Project Maintenance - Hardware | All hardware maintenance and upgrades procured to support this project |
| P10 | Subtotal Project Hardware Maintenance | Read-only summary of all project hardware maintenance categories |
| NP9 | Non-Project/Operational Maintenance - Hardware | All non-project operational hardware maintenance and upgrades procured to support ongoing operations |
| NP10 | Subtotal Non-Project/Operational Hardware Maintenance | Read-only summary of all non-project hardware maintenance categories |
| P11 | Project Procurement - Software | All software procured specifically for this project |
| P12 | Subtotal Project Software Procurement | Read-only summary of all project software procurement categories |
| P13 | Project Maintenance - Software | All project software maintenance and upgrades procured to support this project |
| P14 | Subtotal Project Software Maintenance | Read-only summary of all project software maintenance categories |
| NP13 | Non-Project/Operational Maintenance - Software | All non-project operational software maintenance and upgrades procured to support ongoing operations |
| NP14 | Subtotal Non-Project/Operational Software Maintenance | Read-only summary of all non-project software maintenance categories |
| P15 | Project Data Communications | Any additional project costs for data communications to support development and implementation |
| P16 | Project Voice Communications | Any additional project costs for voice communications to support development and implementation |
| P17 | Project Equipment Rental/Supplies and Materials | Any project equipment rental, supplies, and materials required to support development and implementation |
| P18 | Project Facilities Rental/Maintenance Expenses | Any project facilities rental and maintenance expenses incurred to support development and implementation |
| P19 | Project Disaster Recovery | Any project disaster recovery expenses required to support development and implementation |
| P20 | Project Travel | Any project travel expenses incurred to support development and implementation |
| P21 | Project Other Cost | Project other cost, not described above, required to support development and implementation |
| P22 | Project Other Cost | Project other cost, not described above, required to support development and implementation |
| P23 | Project Other Cost | Project other cost, not described above, required to support development and implementation |
| P24 | Subtotal Project Other Costs | Read-only summary of all project other cost categories |
| NP15 | Non-Project/Operational Data Communications | Any additional non-project costs for data communications to support ongoing operations |
| NP16 | Non-Project/Operational Voice Communications | Any additional non-project costs for voice communications to support ongoing operations |
| NP17 | Non-Project/Operational Equipment Rental/Supplies and Materials | Any non-project equipment rental, supplies, and materials required to support ongoing operations |
| NP18 | Non-Project/Operational Facilities Rental/Maintenance Expenses | Any non-project facilities rental and maintenance expenses incurred to support ongoing operations |
| NP19 | Non-Project/Operational Disaster Recovery | Any non-project disaster recovery expenses required to support ongoing operations |
| NP20 | Non-Project/Operational Travel | Any non-project travel expenses incurred to support ongoing operations |
| NP21 | Non-Project/Operational Other Cost | Non-project other cost, not described above, required to support ongoing operations |

Line Item Descriptions

| Line | Category | Description |
|--|--|---|
| NP22 | Non-Project/Operational Other Cost | Non-project other cost, not described above, required to support ongoing operations |
| NP23 | Non-Project/Operational Other Cost | Non-project other cost, not described above, required to support ongoing operations |
| NP24 | Subtotal Non-Project/Operational Other Costs | Read-only summary of all non-project operational other cost categories |
| P25 | Total Project Hardware/Software/Other Costs | Read-only sum of all project hardware, software, and other costs |
| NP25 | Total Non-Project/Operational Hardware/Software/Other Costs | Read-only sum of all non-project hardware, software, and other costs |
| P26 | Subtotal Project Costs | Read-only sum of Project Hardware/Software/Other Costs (P25) and Total Project Agency and Contract Personnel Costs (P6) |
| NP26 | Subtotal Non-Project/Operational Costs | Read-only sum of Non-project Hardware/Software/Other Costs (NP25) and total Non-project agency and Contract Personnel Costs (NP6) |
| | Project Contingency Percentage | Percentage used to calculate Contingency of Subtotal Project Costs |
| P27 | Project Contingency (% of Subtotal Project Costs) | Using the Project Contingency Percentage, calculation will compute % of the Subtotal Project Costs (P26) for project contingencies during development phase |
| | Non-Project/Operational Contingency Percentage | Percentage used to calculate Contingency of Subtotal Non-Project Costs |
| NP27 | Non-Project Contingency (% of Subtotal Non-Project/Operational Costs) | Using the Non-Project Contingency Percentage, calculation will compute % of the Subtotal Non-Project/Operational Costs (NP26) for contingencies during ongoing operations |
| P28 | Total Project Costs | Read-only sum of Project Contingency (P27) and Subtotal Project Costs (P26) |
| NP28 | Total Non-Project/Operational Costs | Read-only sum of Non-Project Contingency (NP27) and Subtotal Non-Project/Operational Costs (NP26) |
| P29 | Total Business Case Cost | Read-only sum of Total Project Costs (P28) and Total Non-Project/Operational Costs (NP28) |
| Benefit Analysis: Quantitative Project Benefits | | |
| Agency and State Benefits | | |
| Cost Savings: Improved Efficiency/Productivity | | |
| A1 | Reduced IT and non-IT FTE costs, including fringe benefits | Savings from reduction of agency and contract personnel currently needed to staff the business processes and/or from a reduction in technical development and maintenance personnel needed by the agency. (Hourly Rate = Base salary x [1 + fringe benefits (29.74%)] / total annual hours (2080)) |
| A2 | Reduced IT and non-IT contractors/consultants | Reduction in professional services needed to support the program area and/or reduction in contract development and maintenance personnel needed by the agency |
| A3 | Reduced outsourced labor costs | Reduction in outsourcing costs |
| A4 | Improved workflow/business processes | Any reduction of program- or technology-related costs that will result from implementation of the project. Compares project costs for development and operation to savings from factors such as replacement of obsolete systems, improved efficiencies in the agency's IT infrastructure, or improved efficiencies in the agency's business processes. (Hourly Rate [see A1] x Number of employees that support business process) x Time Savings (in hours) |
| A5 | Reduced error rate | Savings related to reduced errors in reporting and processing due to error detection mechanisms in IT functionality |
| A6 | Reduced hardware maintenance/upgrade expense | Savings resulting from lower hardware acquisition, maintenance, and upgrade costs |
| A7 | Reduced software maintenance/upgrade expense | Savings resulting from lower software acquisition, maintenance, and upgrade costs |
| A8 | Reduced facilities rental/maintenance expense | Savings resulting from lower facilities acquisition, maintenance, and upgrade costs |
| A9 | Reduced equipment rental, supplies and materials expense | Savings resulting from lower equipment acquisition, maintenance, and upgrade costs and/or savings from supplies and materials |
| A10-A13 | Other Cost Savings (describe) | Any other reduction in technology- or program-related costs that will result from implementation of the project |
| A14 | Subtotal Cost Savings | Read-only sum of Cost Savings (Lines A1 through A13) |
| Cost Avoidance: Compliance/Protection | | |
| A15 | Avoid penalties | Costs that may be incurred if the service provided by the project is not made available at the appropriate time, as governed by legal, government, or regulatory entities (e.g., financial penalties for not providing a federally mandated service). |
| A16 | Avoid loss of funding | Funding that may be lost if a service or program is not provided, as directed by legal, government, or regulatory entities (e.g., loss of federal matching funds). |
| A17 | Improved enforcement actions | Reduced processes to achieve enforcement outcomes based on IT functionality |
| A18 | Asset protection | Consider replacement value and likelihood of loss |
| A19-A22 | Other cost avoidance (describe) | Savings from other types of cost avoidance |
| A23 | Subtotal Cost Avoidance | Read-only sum of Cost Avoidance (Lines A15 through A22) |

Line Item Descriptions

| Line | Category | Description |
|---|--|--|
| Revenue Generation | | |
| A24 | Additional revenue generated | Revenues from additional taxes, fees, permits, collections, and merchandising |
| A25 | Increased interest earned | From deposits -- federal and state |
| A26-A29 | Other revenue generation (describe) | Revenue generated from other sources |
| A30 | Subtotal Revenue Generation | Read-only sum of Revenue Generation (Lines A24 through A29) |
| A31 | Total Quantitative Benefits (Agency/State) | Read-only sum of Cost Savings (A14), Cost Avoidance (A23), and Revenue Generation (A30) |
| A32 | Cumulative Quantitative Benefits (Agency/State) | Read-only cumulative sum of Total Quantitative Benefits (Agency/State) (A31) |
| Benefit Analysis: Quantitative Project Benefits | | |
| Constituent (Social, Business, Environmental) Benefits | | |
| Constituent: Service Delivery Savings | | |
| C1 | Reduced constituent transaction costs | Reduced costs incurred by customers or clients to obtain services or products, through registering, licensing, permitting, obtaining authorizations, certifications, benefits, employment, transacting payments. Time, resources expended in traveling to government offices to apply for or obtain services; reduced customer service wait time. (Time spent initiating, checking status or other follow up with agency representative on service request.) |
| C2 | Reduced service delivery cycle time | Time elapsed from service initiation to delivery (total cycle time reduction) |
| C3 | Increased service availability/accessibility | For example, service availability increased from 40-hour work week to 24 x 7 services |
| C4 | Expansion of services | For example, access to one-stop service delivery |
| C5-C8 | Other service delivery improvement (describe) | Methods and savings that improve service delivery to constituents |
| C9 | Subtotal Service Delivery Savings | Read-only sum of Service Delivery Savings (Lines C1 through C8) |
| Constituent: Regulatory Savings | | |
| C10 | Reduced (paper) reporting requirements | Registering, licensing, permitting, obtaining authorizations, certifications, benefits, employment, transacting payments |
| C11 | Improved ability to locate regulatory requirements | Reduced research time and "chasing down dead ends" due to simplified access to regulatory requirements |
| C12 | Improved accountability/compliance | Lower penalties or better accountability from IT functionality |
| C13 | Greater consistency in constituent/state transactions | Elimination of multiple communication and infrastructure for state staff due to IT functionality |
| C14-C17 | Other regulatory improvement (describe) | Methods and savings that improve constituent compliance |
| C18 | Subtotal Regulatory Savings | Read-only sum of Regulatory Savings (Lines C10 through C17) |
| Constituent: Other Savings | | |
| C19-C23 | Other savings (describe) | Methods and savings that improve other service delivery to constituents |
| C24 | Subtotal Other Savings | Read-only sum of Other Savings (Lines C19 through C23) |
| C25 | Total Quantitative Benefits (Constituent) | Read-only sum of Service Delivery Savings (C9), Regulatory Savings (C18) and Other Savings (C24) |
| C26 | Cumulative Quantitative Benefits (Constituent) | Read-only cumulative sum of Total Quantitative Benefits (Constituent) (C25) |
| Evaluation Factors | | |
| SF | Statutory Fulfillment | Fulfills business mandates and strategies from federal, state, or other statutes or rules |
| SA | Strategic Alignment | Aligns with the State Strategic Plan for Information Resources Management and the agency's strategic plan |
| IA | Agency Impact Analysis | Impacts use of IT resources at the enterprise level |
| FA | Financial Analysis | Delivers a comprehensive analysis of costs, benefits, and metrics, including Net Present Value (NPV), Breakeven Point, and ROI to the agency and state. Also includes a quantitative representation of value to the state's constituents |
| RC | Initial Risk Consideration | Considers project risk factors and provides a preliminary review of factors that may impact the business outcome |
| AA | Alternatives Analysis | Emerges above other IT project alternatives as a result of applying a consistent method for analysis and selection |
| Financial Analysis | | |
| Agency/State | | |
| RA1 | Agency Benefits (Inflow) | Equal to Total Quantitative Benefits (Agency/State) (Line A31) |
| RA2 | Business Case Cost (Outflow) | Equal to Total Business Case Cost (Line P29) |
| RA3 | Benefit/Cost Variance (Net Flow) | Net Flow equals Total Quantitative Benefits less Total Business Case Cost (A31 minus P29) |
| RA4 | Cumulative Net Benefits (Cumulative Net Flow) | Cumulative total of Benefit/Cost Variance (Net Flow) (RA3) |
| RA5 | Net Present Value | Sum of the discounted (at the cost of capital) flows of the project. Calculated at year end as Present Value = (Future Value)/(1+interest)^n. Interest, or Discount Rate, calculated at 5%. |
| RA6 | Cumulative Net Present Value | Cumulative total of Net Present Value (RA5) |
| RA7 | Breakeven Point (Years 1-10) | Length of time required for the cumulative net benefits to equal zero |
| RA8 | Financial Return on Investment | Equal to (Agency Benefits minus Business Case Costs)/Business Case Costs (Line RA3/RA2). |

Line Item Descriptions

| Line | Category | Description |
|---------------------------------------|---|---|
| Constituent | | |
| RC1 | Constituent Benefits (Inflow) | Equal to Total Quantitative Benefits (Constituent) (Line C25) |
| RC2 | Business Case Cost (Outflow) | Equal to Total Business Case Cost (Line P29) |
| RC3 | Benefit/Cost Variance (Net Flow) | Total Quantitative Benefits less Total Business Case Cost (C25 minus P29) |
| RC4 | Cumulative Net Benefits (Cumulative Net Flow) | Cumulative total of Benefit/Cost Variance (RC3) |
| RC5 | Net Present Value | Sum of the discounted (at the cost of capital) flows of the project. Calculated at year end as Present Value = (Future Value)/(1+interest)^n. Interest, or Discount Rate, calculated at 5%. |
| RC6 | Cumulative Net Present Value | Cumulative total of Net Present Value (RC5) |
| RC7 | Breakeven Point (Years 1-10) | Length of time required for the cumulative net benefits to equal zero |
| RC8 | Financial Return on Investment | Equal to (Constituent Benefits minus Business Case Costs)/Business Case Costs (Line RC3/RC2). |
| Agency and Constituent | | |
| RAC1 | Agency and Constituent Benefits (Inflow) | Equal to the sum of RA1 and RC1 |
| RAC2 | Business Case Cost (Outflow) | Equal to Total Business Case Cost (Line P29) |
| RAC3 | Benefit/Cost Variance (Net Flow) | Net Flow equals Total Agency and Constituent Quantitative Benefits less Total Business Case Cost (The sum of A31 and C25 minus P29) |
| RAC4 | Cumulative Net Benefits (Cumulative Net Flow) | Cumulative total of Benefit/Cost Variance (Net Flow) (The sum of RA3 and RC3) |
| RAC5 | Net Present Value | Sum of the discounted (at the cost of capital) flows of the project. Calculated at year end as Present Value = RAC3/(1+interest)^n. Interest, or Discount Rate, calculated at 5%. |
| RAC6 | Cumulative Net Present Value | Cumulative total of Net Present Value (RAC5) |
| RAC7 | Breakeven Point (Years 1-10) | Length of time required for the cumulative net benefits to equal zero |
| RAC8 | Financial Return on Investment | Equal to (Constituent Benefits minus Business Case Costs)/Business Case Costs (Line RAC3/RAC2). |
| Constituent | | |
| VA1 | Constituent Benefits | Equal to Total Quantitative Benefits (Constituent) (Line C25) |
| VA2 | Business Case Cost | Equal to Total Business Case Cost (Line P29) |
| VA3 | Benefit/Cost Variance | Total Quantitative Benefits minus Total Business Case Cost (Line C25 minus P29) |
| VA4 | Cumulative Net Benefits | Cumulative Total of Benefit/Cost Variance (VA3) |
| Cost Mapping | | |
| Capital Costs | | |
| P5 | Total Project Contract/Consultant Services Costs (excluding Project IV&V Costs) | Summary of all project contract/consultant services categories (P4-I), less project IV&V costs |
| P8 | Subtotal Project Hardware Procurement | Summary of all project hardware procurement categories (P7) |
| P10 | Subtotal Project Hardware Maintenance | Summary of all project hardware maintenance categories (P9) |
| P12 | Subtotal Project Software Procurement | Summary of all project software procurement categories (P11) |
| P14 | Subtotal Project Software Maintenance | Summary of all project software maintenance categories (P13) |
| P24 | Subtotal Project Other Costs (excluding Project Travel Costs) | Summary of all project other cost categories, less project travel costs (P20) |
| | Other Cost | Other capital cost, not described above, that should be included in capital costs based on agency guidelines or project circumstances |
| | Other Cost | Other capital cost, not described above, that should be included in capital costs based on agency guidelines or project circumstances |
| | Other Cost | Other capital cost, not described above, that should be included in capital costs based on agency guidelines or project circumstances |
| Informational Costs (Optional) | | |
| P3 | Total Project Agency Personnel Costs | Summary of all project agency personnel services categories |
| P4-I | Project IV&V Costs | Project contract/consultant costs associated with performing IV&V services |
| P20 | Project Travel | Any project travel expenses incurred to support development and implementation |
| | Other Cost | Other informational cost, not described above, that should be included in informational costs based on agency guidelines or project circumstances |
| | Other Cost | Other informational cost, not described above, that should be included in informational costs based on agency guidelines or project circumstances |
| | Other Cost | Other informational cost, not described above, that should be included in informational costs based on agency guidelines or project circumstances |
| | Total ITD Project Cost | Read-only sum of capital and informational costs |

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only

| Line | Category | | Year 1 | Year 2 | Year 3 |
|-------------|---|--|----------------|----------------|---------------|
| | | | FY2014 | FY2015 | FY2016 |
| | Agency Personnel and Contractor Costs | | | | |
| P1-I | Project Agency Personnel Services - Implementation | Comment/ Method for Calculating | | | |
| | Project Management/Administration | Estimates based on experience with similar projects (analogous estimation) | 53,760 | 47,040 | 0 |
| | Policy and Procedures | | | | 0 |
| | Requirements | See Add Agency Info Sheet | 132,336 | | 0 |
| | Design | Design costs included in Requirements and Development/Programming | | | 0 |
| | Development/Programming | See Add Agency Info Sheet | 31,680 | | 0 |
| | System Test | ST costs included in development/programming | | | 0 |
| | Training | Costs included in UAT | | | 0 |
| | Conversion | Data migration and conversion costs included in Development/programming | | | 0 |
| | Implementation | | | | 0 |
| | Database Administration | See Add Agency Info Sheet | 22,200 | | 0 |
| | System Operations | See Add Agency Info Sheet | 24,000 | | 0 |
| | Technical Support | See Add Agency Info Sheet | 31,680 | | 0 |
| | Documentation | | | | 0 |
| | Help Desk Personnel | | | | 0 |
| | Network Administration | | | | 0 |
| | IV&V Costs | | | | 0 |
| | User Acceptance Training (UAT) | UAT costs include training. See Add Agency Info Sheet | | 88,224 | 0 |
| | Other (describe) | | | | 0 |
| | Other (describe) | | | | 0 |
| | Subtotal Project Agency Personnel-Implementation | | 295,656 | 135,264 | 0 |
| P1-M | Project Agency Personnel Services - Maintenance | | | | |
| | IT Staff | See Add Agency Info Sheet | 0 | 0 | 71,400 |
| | Business Staff | | 0 | 0 | 0 |
| | Subtotal Project Agency Personnel-Maintenance | | 0 | 0 | 71,400 |

P.J. Vilanilam:
 Elaborate on your methodology in the Additional Agency Info tab and the Financial Analysis section of the BC.

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only

| Line | Category | | Year 1 | Year 2 | Year 3 |
|--------------|--|---|----------------|----------------|---------------|
| | | | FY2014 | FY2015 | FY2016 |
| P2 | Project Agency Personnel Fringe Benefits | | 87,928 | 40,228 | 21,234 |
| P3 | Total Project Agency Personnel Costs | | 383,584 | 175,492 | 92,634 |
| NP1-M | Non-Project/Operational Agency Personnel Services - Maintenance | | | | |
| | IT Staff | | 0 | 0 | 0 |
| | Business Staff | | 0 | 0 | 0 |
| | Subtotal Non-Project/Operational Agency Personnel - Maintenance | | 0 | 0 | 0 |
| NP2 | Non-Project/Operational Agency Personnel Fringe Benefits | | 0 | 0 | 0 |
| NP3 | Total Non-Project/Operational Agency Personnel Costs | | 0 | 0 | 0 |
| P4-I | Project Contract/Consultant Services - Implementation | | | | |
| | Project Management/Administration | See Add Agency Info Sheet | 135,000 | 135,000 | 0 |
| | Policy and Procedures | | 0 | 0 | 0 |
| | Requirements | See Add Agency Info Sheet | 33,000 | 33,000 | 0 |
| | Design | See Add Agency Info Sheet | 95,040 | 0 | 0 |
| | Development/Programming | See Add Agency Info Sheet | 273,000 | 273,000 | 0 |
| | System Test | ST costs included in development/programming | 0 | 0 | 0 |
| | Training | | 0 | 0 | 0 |
| | Conversion | Data migration and conversion costs included in Development/programming | 0 | 0 | 0 |
| | Implementation | | 0 | 0 | 0 |
| | Database Administration | See Add Agency Info Sheet | 72,000 | 72,000 | 0 |
| | System Operations | | 0 | 0 | 0 |
| | Technical Support | | 0 | 0 | 0 |
| | Documentation | | 0 | 0 | 0 |
| | Help Desk Personnel | | 0 | 0 | 0 |
| | Network Administration | | 0 | 0 | 0 |
| | IV&V Costs | | 0 | 0 | 0 |
| | Warranty/Maintenance Period | | 0 | 0 | 0 |
| | Application server configuration | See Add Agency Info Sheet | 76,560 | 76,560 | 0 |
| | Other (describe) | | 0 | 0 | 0 |
| | Other (describe) | | 0 | 0 | 0 |
| | Project Subtotal Contract/Consultant-Implementation | | 684,600 | 589,560 | 0 |

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only

| Line | Category | | Year 1 FY2014 | Year 2 FY2015 | Year 3 FY2016 |
|-------|---|---------------------------|------------------|------------------|------------------|
| P4-M | Project Contract/Consultant Services - Maintenance | | | | |
| | IT Staff | See Add Agency Info Sheet | 0 | 0 | 448,800 |
| | Business Staff | | 0 | 0 | 0 |
| | Subtotal Project Contract/Consultant-Maintenance | | 0 | 0 | 448,800 |
| P5 | Total Project Contract/Consultant Services Costs | | 684,600 | 589,560 | 448,800 |
| NP4-M | Non-Project/Operational Contract/Consultant Services - Maintenance | | | | |
| | IT Staff | | 0 | 0 | 0 |
| | Business Staff | | 0 | 0 | 0 |
| NP5 | Total Non-Project/Operational Contract/Consultant Services - Maintenance | | 0 | 0 | 0 |
| P6 | Total Project Agency and Contract Personnel Costs | | 1,068,184 | 765,052 | 541,434 |
| NP6 | Total Non-Project/Operational Agency and Contract Personnel Costs | | 0 | 0 | 0 |

| | | | | | |
|----|---|------------------------|---------------|----------|----------|
| P7 | Hardware/Software Costs Project - Hardware Procurement | | | | |
| | Hardware - Mainframe | | 0 | 0 | 0 |
| | Hardware - Unix Server | Price Quote/DCS/Xerox | 6,500 | 0 | 0 |
| | Hardware - Intel Server | Price Quote/DCS/Xerox | 5,000 | 0 | 0 |
| | Hardware - Storage | DCS/Xerox/ \$xxxx/1 Tb | 5,000 | 0 | 0 |
| | Hardware - Desktop | | 0 | 0 | 0 |
| | Hardware - Network | | 0 | 0 | 0 |
| | Hardware - Other (describe) | | 0 | 0 | 0 |
| | Hardware - Other (describe) | | 0 | 0 | 0 |
| | Hardware - Other (describe) | | 0 | 0 | 0 |
| P8 | Subtotal Project Hardware Procurement | | 16,500 | 0 | 0 |
| P9 | Project Maintenance - Hardware | | | | |
| | Hardware - Mainframe | | 0 | 0 | 0 |
| | Hardware - Unix Server | Price Quote/DCS/Xerox | 0 | 0 | 1,000 |
| | Hardware - Intel Server | Price Quote/DCS/Xerox | 0 | 0 | 1,500 |
| | Hardware - Storage | DCS/Xerox/ \$xxxx/1 Tb | 0 | 0 | 0 |
| | Hardware - Desktop | | 0 | 0 | 0 |

P.J. Vilanilam:
 Obtain HW/SW/Network/
 and other infrastructure
 costs from your agency DCS
 coordinator or vendor

P.J. Vilanilam:
**These are fictitious
 costs used for demo
 purposes only: do not**

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only

| Line | Category | Year 1 | Year 2 | Year 3 |
|-------------|--|---|----------|--------------|
| | | FY2014 | FY2015 | FY2016 |
| | Hardware - Network | 0 | 0 | 0 |
| | Hardware - Other (describe) | 0 | 0 | 0 |
| | Hardware - Other (describe) | 0 | 0 | 0 |
| | Hardware - Other (describe) | 0 | 0 | 0 |
| P10 | Subtotal Project Hardware Maintenance | 0 | 0 | 2,500 |
| NP9 | Non-Project/Operational Maintenance - Hardware | | | |
| | Hardware - Mainframe | 0 | 0 | 0 |
| | Hardware - Unix Server | 0 | 0 | 0 |
| | Hardware - Intel Server | 0 | 0 | 0 |
| | Hardware - Storage | 0 | 0 | 0 |
| | Hardware - Desktop | 0 | 0 | 0 |
| | Hardware - Network | 0 | 0 | 0 |
| | Hardware - Other (describe) | 0 | 0 | 0 |
| | Hardware - Other (describe) | 0 | 0 | 0 |
| | Hardware - Other (describe) | 0 | 0 | 0 |
| NP10 | Subtotal Non-Project/Operational Hardware Maintenance | 0 | 0 | 0 |
| P11 | Project Procurement - Software | | | |
| | Software - Mainframe | 0 | 0 | 0 |
| | Software - Unix Server | Database: Oracle RAC 250,000 | 0 | 0 |
| | Software - Intel Server | Application Server:JBOSS EAP 7.x.x 50,000 | 0 | 0 |
| | Software - Storage | 0 | 0 | 0 |
| | Software - Desktop | 0 | 0 | 0 |
| | Software - Network | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| P12 | Subtotal Project Software Procurement | 300,000 | 0 | 0 |
| P13 | Project Maintenance - Software | | | |
| | Software - Mainframe | 0 | 0 | 0 |
| | Software - Unix Server | Database: Oracle RAC 0 | 0 | 50,000 |
| | Software - Intel Server | Application Server:JBOSS EAP 7.x.x 0 | 0 | 5,000 |
| | Software - Storage | 0 | 0 | 0 |
| | Software - Desktop | 0 | 0 | 0 |
| | Software - Network | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only

| Line | Category | Year 1 | Year 2 | Year 3 |
|-------------|--|---------------|---------------|---------------|
| | | FY2014 | FY2015 | FY2016 |
| | Software - Other (describe) | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| P14 | Subtotal Project Software Maintenance | 0 | 0 | 55,000 |
| NP13 | Non-Project/Operational Maintenance - Software | | | |
| | Software - Mainframe | 0 | 0 | 0 |
| | Software - Unix Server | 0 | 0 | 0 |
| | Software - Intel Server | 0 | 0 | 0 |
| | Software - Storage | 0 | 0 | 0 |
| | Software - Desktop | 0 | 0 | 0 |
| | Software - Network | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| | Software - Other (describe) | 0 | 0 | 0 |
| NP14 | Subtotal Non-Project/Operational Software Maintenance | 0 | 0 | 0 |
| | Project - Other Costs | | | |
| P15 | Project Data Communications | 0 | 0 | 0 |
| P16 | Project Voice Communications | 0 | 0 | 0 |
| P17 | Project Equipment Rental/Supplies and Materials | 0 | 0 | 0 |
| P18 | Project Facilities Rental/Maintenance Expenses | 0 | 0 | 0 |
| P19 | Project Disaster Recovery | 0 | 0 | 0 |
| P20 | Project Travel | 0 | 0 | 0 |
| P21 | Project Other Cost (describe) | 0 | 0 | 0 |
| P22 | Project Other Cost (describe) | 0 | 0 | 0 |
| P23 | Project Other Cost (describe) | 0 | 0 | 0 |
| P24 | Subtotal Project Other Costs | 0 | 0 | 0 |

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration Purposes Only

| Line | Category | Year 1 FY2014 | Year 2 FY2015 | Year 3 FY2016 |
|--|--|------------------|------------------|------------------|
| Non-Project/Operational - Other Costs | | | | |
| NP15 | Non-Project/Operational Data Communications | 0 | 0 | 0 |
| NP16 | Non-Project/Operational Voice Communications | 0 | 0 | 0 |
| NP17 | Non-Project/Operational Equipment Rental/Supplies and Materials | 0 | 0 | 0 |
| NP18 | Non-Project/Operational Facilities Rental/Maintenance Expenses | 0 | 0 | 0 |
| NP19 | Non-Project/Operational Disaster Recovery | 0 | 0 | 0 |
| NP20 | Non-Project/Operational Travel | 0 | 0 | 0 |
| NP21 | Non-Project Other Cost (describe) | 0 | 0 | 0 |
| NP22 | Non-Project Other Cost (describe) | 0 | 0 | 0 |
| NP23 | Non-Project Other Cost (describe) | 0 | 0 | 0 |
| NP24 | Subtotal Non-Project/Operational Other Costs | 0 | 0 | 0 |
| P25 | Total Project Hardware/Software/Other Costs | 316,500 | 0 | 57,500 |
| NP25 | Total Non-Project/Operational Hardware/Software/Other Costs | 0 | 0 | 0 |
| P26 | Subtotal Project Costs | 1,384,684 | 765,052 | 598,934 |
| NP26 | Subtotal Non-Project/Operational Costs | 0 | 0 | 0 |
| | Project Contingency Percentage | 5.00% | 5.00% | 0.00% |
| P27 | Project Contingency (% of Subtotal Project Costs) | 69,234 | 38,253 | 0 |
| | Non-Project/Operational Contingency Percentage | 0.00% | 0.00% | 0.00% |
| NP27 | Non-Project Contingency (% of Subtotal Non-Project/Operational Costs) | 0 | 0 | 0 |
| P28 | Total Project Costs | 1,453,918 | 803,304 | 598,934 |
| NP28 | Total Non-Project/Operational Costs | 0 | 0 | 0 |
| P29 | Total Business Case Cost | 1,453,918 | 803,304 | 598,934 |

% must be 0 or greater.

% must be 0 or greater.

P.J. Vilanilam:

In this example, what is the total project cost? Keep in mind that this will be the initial project cost reported in the Monthly Business Case Reports submitted to QAT. The initial project cost should not change over the life of the project as reported in the Monthly Business Case Report. If it does, you must explain why it changed.

Total project cost includes ALL costs incurred before the project is deployed to production.

Cost Analysis: Business Case Cost: This is a Sample Used For Demonstration

| Line | Category | Year 1 | |
|------|----------|--------|--|
| | | FY2014 | |

In this example, what is the total project cost? Keep in mind that this will be the initial project cost reported in the Monthly Progress Reports submitted to QAT. The initial project cost should not change over the life of the project as reported in the Monthly Progress Report. If it does, you must explain why it changed.

Total project cost includes ALL costs incurred before the project is deployed to production.

$\$1,453,918 + \$803,304 = \$2,257,222$

| Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|--------|--------|--------|--------|--------|--------|---------|---------|
| FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100,800 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 132,336 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,680 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 22,200 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31,680 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 88,224 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 430,920 |

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|---------|
| 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 571,200 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 571,200 |

| Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|--------|--------|--------|--------|--------|--------|---------|-----------|
| FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |
| 21,234 | 21,234 | 21,234 | 21,234 | 21,234 | 21,234 | 21,234 | 298,030 |
| 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 1,300,150 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | |
|---|---|---|---|---|---|---|-----------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 270,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 66,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95,040 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 546,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 144,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 153,120 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,274,160 |

| Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|---------|--------|--------|--------|--------|--------|---------|-----------|
| FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |
| 448,800 | 0 | 0 | 0 | 0 | 0 | 0 | 897,600 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 448,800 | 0 | 0 | 0 | 0 | 0 | 0 | 897,600 |
| 448,800 | 0 | 0 | 0 | 0 | 0 | 0 | 2,171,760 |
| | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 541,434 | 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 3,471,910 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6,500 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16,500 |
| | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 8,000 |
| 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 12,000 |
| 0 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 9,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |

| Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|--------|--------|--------|--------|--------|--------|---------|--------|
| FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 2,500 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 29,000 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 300,000 |

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|---------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 400,000 |
| 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 40,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |

| Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|--------|--------|--------|--------|--------|--------|---------|---------|
| FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 440,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|---------|---------|---------|---------|---------|---------|---------|-----------|
| FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 57,500 | 59,000 | 59,000 | 59,000 | 59,000 | 59,000 | 59,000 | 785,500 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 598,934 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 4,257,410 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 107,487 |
| 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 598,934 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 4,364,897 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 598,934 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 4,364,897 |

What is the total project cost? Keep in mind, the project cost reported in the Monitoring Report. The initial project cost should not be the same as reported in the Monitoring Report. Please explain why it changed.

What is the total project cost? Keep in mind, the project cost reported in the Monitoring and Evaluation Report. The initial project cost should not be the same as reported in the Monitoring and Evaluation Report. Please explain why it changed.

ALL costs incurred before the system was implemented.

257,222

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|--------|--------|--------|--------|--------|---------|-------|
| 2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | |

Bene

| Line |
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| C24 |
| C25 |
| C26 |

| | | | | | |
|--|--|----------|----------|------------------|------------------|
| Increased interest earned | | 0 | 0 | 0 | 0 |
| Other revenue generation (describe) | | 0 | 0 | 0 | 0 |
| Other revenue generation (describe) | | 0 | 0 | 0 | 0 |
| Other revenue generation (describe) | | 0 | 0 | 0 | 0 |
| Other revenue generation (describe) | | 0 | 0 | 0 | 0 |
| | | | | | |
| Subtotal Revenue Generation | | 0 | 0 | 0 | 0 |
| Total Quantitative Benefits (Agency/State) | | 0 | 0 | 1,560,000 | 1,560,000 |
| Cumulative Quantitative Benefits (Agency/State) | | 0 | 0 | 1,560,000 | 3,120,000 |

| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
|---|---|----------|----------|------------------|-------------------|
| Constituent (Social, Business, Environmental) Benefits | | | | | |
| Constituent: Service Delivery Savings | | | | | |
| Reduced constituent transaction costs | | 0 | 0 | 0 | 0 |
| | Online applications will save time to complete application. See Add Agency Info Sheet | | | | |
| Reduced service delivery cycle time | | 0 | 0 | 7,211,538 | 7,211,538 |
| Increased service availability/accessibility | | 0 | 0 | 0 | 0 |
| Expansion of services | | 0 | 0 | 0 | 0 |
| | Savings in transportation (gasoline costs) costs. See Add Agency Info Sheet | | | | |
| Savings in transportation costs to field offices. | | 0 | 0 | 381,250 | 381,250 |
| Other service delivery improvement (describe) | | 0 | 0 | 0 | 0 |
| Other service delivery improvement (describe) | | 0 | 0 | 0 | 0 |
| Other service delivery improvement (describe) | | 0 | 0 | 0 | 0 |
| | | | | | |
| Subtotal Service Delivery Savings | | 0 | 0 | 7,592,788 | 7,592,788 |
| Constituent: Regulatory Savings | | | | | |
| Reduced (paper) reporting requirements | | 0 | 0 | 0 | 0 |
| Improved ability to locate regulatory requirements | | 0 | 0 | 0 | 0 |
| Improved accountability/compliance | | 0 | 0 | 0 | 0 |
| Greater consistency in constituent/state transactions | | 0 | 0 | 0 | 0 |
| Other regulatory improvement (describe) | | 0 | 0 | 0 | 0 |
| Other regulatory improvement (describe) | | 0 | 0 | 0 | 0 |
| Other regulatory improvement (describe) | | 0 | 0 | 0 | 0 |
| Other regulatory improvement (describe) | | 0 | 0 | 0 | 0 |
| | | | | | |
| Subtotal Regulatory Savings | | 0 | 0 | 0 | 0 |
| Constituent: Other Savings | | | | | |
| Other savings (describe) | | 0 | 0 | 0 | 0 |
| Other savings (describe) | | 0 | 0 | 0 | 0 |
| Other savings (describe) | | 0 | 0 | 0 | 0 |
| Other savings (describe) | | 0 | 0 | 0 | 0 |
| Other savings (describe) | | 0 | 0 | 0 | 0 |
| | | | | | |
| Subtotal Other Savings | | 0 | 0 | 0 | 0 |
| Total Quantitative Benefits (Constituent) | | 0 | 0 | 7,592,788 | 7,592,788 |
| Cumulative Quantitative Benefits (Constituent) | | 0 | 0 | 7,592,788 | 15,185,577 |

| | | | | | | | |
|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 12,480,000 |
| 4,680,000 | 6,240,000 | 7,800,000 | 9,360,000 | 10,920,000 | 12,480,000 | 12,480,000 | 12,480,000 |

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|------------|------------|------------|------------|------------|------------|------------|
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 7,211,538 | 7,211,538 | 7,211,538 | 7,211,538 | 7,211,538 | 7,211,538 | 57,692,308 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 381,250 | 381,250 | 381,250 | 381,250 | 381,250 | 381,250 | 3,050,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| 22,778,365 | 30,371,154 | 37,963,942 | 45,556,731 | 53,149,519 | 60,742,308 | 60,742,308 |

Evaluation Factors: This is a Sample Used For Demonstration Purpose

The Evaluation Factors Worksheet attempts to quantify the value of intangible benefits and other factors that enable success. **Score the factors** below according to the following range, as applicable. Select N/A if the project does not propose to succeed.

| Item | Factor | Rating |
|--------------------------------------|---|-----------|
| 1) Statutory Fulfillment (SF) | | |
| SF1 | The project is implemented to satisfy a direct mandate or regulation (state, federal, national, international) | 3 |
| SF2 | The project is implemented to satisfy a derived mandate or regulation (state, federal, national, international) | 3 |
| SF3 | Implementing the project improves the turnaround time for responses to mandates or regulatory requirements | 3 |
| SF4 | The project results in agency compliance to mandates or regulatory requirements | 3 |
| SF5 | The project results in agency avoidance of enforcement actions (e.g., penalties) based on mandates or regulatory requirements | 3 |
| SF6 | Implementing the project achieves the desired intent or expected outcomes of the mandates or regulatory requirements | 3 |
| SF7 | Implementing the project imposes stricter requirements, or different or additional requirements, than those required by the mandates or regulations | 3 |
| | | |
| Total, Statutory Fulfillment | | 21 |

| Item | Factor | Rating |
|------|--------|--------|
|------|--------|--------|

2) Strategic Alignment (SA)

| | | |
|-----------------------------------|---|-----------|
| SA1 | The project is aligned with, and delivers business outcomes, that support agency and statewide goals | 5 |
| SA2 | The project satisfies a strategic agency or state mission critical need, regardless if required by a mandate or regulation | 3 |
| SA3 | The project results in the ability of the agency or state to better share resources with other agencies or states as part of a long-term strategic alignment effort | 3 |
| SA4 | The project is aligned with the overall mission of the agency and state | 5 |
| SA5 | The project strategically consolidates and streamlines business practices and administrative processes | 3 |
| SA6 | The project is aligned with the overall vision of the agency and state | 3 |
| SA7 | The project is aligned with the overall priorities of the agency and state | 3 |
| SA8 | Implementing the project achieves the desired intent or expected outcomes of the agency and statewide goals | 3 |
| SA9 | The project results in the ability of the agency or state to anticipate and respond to new business needs as part of a long-term strategic alignment effort | 3 |
| Total, Strategic Alignment | | 31 |

3) Agency Impact Analysis (IA)

| | | |
|---|--|-----------|
| The project results in system(s) which: | | |
| IA1 | - support the defined architecture/standards for the agency and state | 3 |
| IA2 | - reduce or eliminate redundant systems | 3 |
| IA3 | - collaborate or reuse business processes or technical components from other state or federal agencies or institutions of higher learning or local governments | 1 |
| IA4 | - improve consistency between systems within the agency through standardization | 3 |
| IA5 | - leverage the technical capability of commercial-off-the-shelf (COTS) software packages | 3 |
| IA6 | - define business architecture independently from technology solution, enabling the evolution of systems as new technologies emerge. | 3 |
| IA7 | - reduce integration complexity | 3 |
| Total, Agency Impact Analysis | | 19 |

| Item | Factor | Rating |
|--|---|-----------|
| 4) Financial Analysis - (Agency/State and Constituent) (FA) | | |
| FA1 | Project NPV: Greater than 0 = 5; Equal to 0 = 3; Less than 0 = 1 (Quantifiable) <div data-bbox="786 332 1390 478" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> P.J. Vilanilam: For any rating over 5, you have to explain why there is a high rating and how you will achieve these expectations. </div> | 5 |
| FA2 | Project Breakeven Point (Agency/State): Years 1-3 = 5; Years 4-6 = 3; Years 7-10 (or beyond) = 1 (Quantifiable) | 5 |
| FA3 | Project Return on Investment (Agency/State): Greater than 70% = 5; Range between 20-69% = 3; Less than 20% = 1 (Quantifiable) | 5 |
| FA4 | Project Benefits (Constituents): Greater than project cost = 5; Equal to project cost = 3; Less than project cost = 1 (Quantifiable) | 5 |
| FA5 | The project reduces agency staff or allows staff reassignment through efficiencies such as: <ul style="list-style-type: none"> - requiring fewer staff to do the work - reducing or eliminating manual processes and/or paperwork - reducing the turnaround time for business processes (Quantifiable) | 5 |
| FA6 | The project improves/reduces the use of existing resources (hardware, software, runtime) (Quantifiable) | 3 |
| FA7 | The project improves the agency's ability to increase collections or other revenue generation (Quantifiable) | 3 |
| FA8 | The project results in a new service that provides additional value to a constituent or a prospective employer | 5 |
| FA9 | The project results in a lower cost of transacting services for constituents (Quantifiable) | 5 |
| FA10 | The project results in a service being available at more convenient times (24x7) or more locations (Quantifiable) | 5 |
| FA11 | The project results in greater ease of use for constituents because of fewer interactions required and presentation is organized around consumer | 5 |
| FA12 | The project results in constituents having their needs met with fewer contacts to government or fewer interactions with government employees (Quantifiable) | 5 |
| Total, Financial Analysis | | 56 |

| Item | Factor | Rating |
|---|---|-----------|
| 5) Initial Risk Consideration (RC) | | |
| RC1 | The executive sponsor is at the senior management level and is assigned the specific accountability for achieving all of the defined project objectives within the time and with the resources allocated | 3 |
| RC2 | Project performance and expenditures will be measured at regular intervals against projected benefits and ROI | 3 |
| RC3 | Oversight reviews by a senior steering committee are planned at key milestones | 3 |
| RC4 | The project stakeholders have been identified and their expectations managed throughout the life of the project | 3 |
| RC5 | The IT organization and technology environment are stable enough to achieve and sustain the project goals | 3 |
| RC6 | Historical data has been reviewed to help identify the impact and probability of risk occurrence | 3 |
| RC7 | The project roles will include verification and validation and quality assurance functions | 3 |
| RC8 | Controls for access to sensitive information are in place | 5 |
| RC9 | The project will not expose agency resources to untrusted users and/or networks | 5 |
| | | |
| Total, Initial Risk Consideration | | 31 |
| 6) Alternatives Analysis (AA) | | |
| AA1 | The project is supported by a comprehensive examination of alternative solutions (minimum of 3), such that, the same information set is examined for each alternative | 5 |
| AA2 | The alternative solutions are described in detail along with the rationale for choosing or not choosing them | 5 |
| AA3 | The analysis of alternatives summarizes the results of the agency's project cost analysis performed for each alternative and the underlying assumptions | 5 |
| AA4 | The criteria for selecting the project is consistent with the Business Case instructions | 5 |
| AA5 | The analysis of alternatives describes market research that was conducted to identify innovative project solutions (e.g., issued an RFI to collect information on solutions to evaluate, examined comparable initiatives implemented by other state agencies or other states) | 5 |
| AA6 | The selected alternative, as compared with the alternatives examined, represents the best value to the state | 5 |
| | | |
| Total, Alternatives Analysis | | 30 |

es Only

Successful delivery and outcome of the project.
Apply a value.

Explanation for Factors Rated "5"

P.J. Vilanilam:
Section 5.1 of Business
Case



Explanation for Factors Rated "5"

Financial Analysis evaluation factors are rated '5' b/c the agency anticipates high user adoption and a high volume of applications to be processed. We also anticipate reduced error rates due to fewer manual processes and data validation. Web submissions also result in time savings for citizens and environmental benefits due to less gasoline consumption. These factors result in better than average financial returns as shown in the Financial Analysis and Additional Agency Info tabs. The agency will employ system development and project management best practices to ensure objectives and benefits are measured and met throughout the project lifecycle.

P.J. Vilanilam:

Section 5.4 of Business Case



Explanation for Factors Rated "5"

P.J. Vilanilam:
Section 5.5 of Business Case

P.J. Vilanilam:
Think of these risks as starting points when you develop risks for your project plan and monitoring reports.

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Explain

Summary: Project Costs: This is a Sample Used For Demonstration Purposes Only

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|--|--|------------------|------------------|------------------|------------------|
| Project Agency Personnel and Contractor Costs | | | | | |
| P3 | Total Project Agency Personnel Costs | 295,656 | 135,264 | 71,400 | 71,400 |
| P2 | Project Agency Personnel Fringe Benefits | 87,928 | 40,228 | 21,234 | 21,234 |
| P4 | Project Contract/Consultant Services | 684,600 | 589,560 | 448,800 | 448,800 |
| P6 | Total Project Agency and Contract Personnel Costs | 1,068,184 | 765,052 | 541,434 | 541,434 |
| Project Hardware/Software Costs | | | | | |
| P8 | Project Procurement - Hardware | 16,500 | 0 | 0 | 0 |
| P10 | Project Maintenance - Hardware | 0 | 0 | 2,500 | 2,500 |
| P12 | Project Procurement - Software | 300,000 | 0 | 0 | 0 |
| P14 | Project Maintenance - Software | 0 | 0 | 55,000 | 55,000 |
| Project Other Costs | | | | | |
| P15 | Project Data Communications | 0 | 0 | 0 | 0 |
| P16 | Project Voice Communications | 0 | 0 | 0 | 0 |
| P17 | Project Equipment Rental/Supplies and Materials | 0 | 0 | 0 | 0 |
| P18 | Project Facilities Rental/Maintenance Expenses | 0 | 0 | 0 | 0 |
| P19 | Project Disaster Recovery | 0 | 0 | 0 | 0 |
| P20 | Project Travel | 0 | 0 | 0 | 0 |
| P21 | Project Other Cost | 0 | 0 | 0 | 0 |
| P22 | Project Other Cost | 0 | 0 | 0 | 0 |
| P23 | Project Other Cost | 0 | 0 | 0 | 0 |
| P25 | Total Project Hardware/Software/Other Costs | 316,500 | 0 | 57,500 | 57,500 |
| P26 | Subtotal Project Costs | 1,384,684 | 765,052 | 598,934 | 598,934 |
| P27 | Project Contingency (% of Subtotal Project Costs) | 69,234 | 38,253 | 0 | 0 |
| P28 | Total Project Costs | 1,453,918 | 803,304 | 598,934 | 598,934 |
| | Cumulative Project Costs | 1,453,918 | 2,257,222 | 2,856,157 | 3,455,091 |

Summary: Non-Project Costs

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|-------------|--|----------|----------|----------|----------|
| | Non-Project/Operational Agency Personnel and Contractor Costs | | | | |
| NP3 | Total Non-Project/Operational Agency Personnel Costs | 0 | 0 | 0 | 0 |
| NP2 | Non-Project/Operational Agency Personnel Fringe Benefits | 0 | 0 | 0 | 0 |
| NP4 | Project Contract/Consultant Services | 0 | 0 | 0 | 0 |
| NP6 | Total Non-Project/Operational Agency and Contract Personnel Costs | 0 | 0 | 0 | 0 |
| | Non-Project Hardware/Software Costs | | | | |
| NP10 | Non-Project/Operational Maintenance - Hardware | 0 | 0 | 0 | 0 |
| NP14 | Non-Project/Operational Maintenance - Software | 0 | 0 | 0 | 0 |
| | Non-Project/Operational Other Costs | | | | |
| NP15 | Non-Project/Operational Data Communications | 0 | 0 | 0 | 0 |
| NP16 | Non-Project/Operational Voice Communications | 0 | 0 | 0 | 0 |
| NP17 | Non-Project/Operational Equipment Rental/Supplies and Materials | 0 | 0 | 0 | 0 |
| NP18 | Non-Project/Operational Facilities Rental/Maintenance Expenses | 0 | 0 | 0 | 0 |
| NP19 | Non-Project/Operational Disaster Recovery | 0 | 0 | 0 | 0 |
| NP20 | Non-Project/Operational Travel | 0 | 0 | 0 | 0 |
| NP21 | Non-Project/Operational Other Cost | 0 | 0 | 0 | 0 |
| NP22 | Non-Project/Operational Other Cost | 0 | 0 | 0 | 0 |
| NP23 | Non-Project/Operational Other Cost | 0 | 0 | 0 | 0 |
| NP25 | Total Non-Project/Operational Hardware/Software/Other Costs | 0 | 0 | 0 | 0 |
| NP26 | Subtotal Non-Project/Operational Costs | 0 | 0 | 0 | 0 |
| NP27 | Non-Project Contingency (% of Subtotal Non-Project/Operational Costs) | 0 | 0 | 0 | 0 |
| NP28 | Total Non-Project/Operational Costs | 0 | 0 | 0 | 0 |
| | Cumulative Non-Project/Operational Costs | 0 | 0 | 0 | 0 |

Summary: Quantitative Project Benefits

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|---|--|----------|----------|------------------|-------------------|
| Agency and State Benefits | | | | | |
| A14 | Cost Savings: Improved Efficiency / Productivity | 0 | 0 | 1,560,000 | 1,560,000 |
| A23 | Cost Avoidance: Compliance / Protection | 0 | 0 | 0 | 0 |
| A30 | Revenue Generation | 0 | 0 | 0 | 0 |
| A31 | Total Quantitative Benefits (Agency/State) | 0 | 0 | 1,560,000 | 1,560,000 |
| A32 | Cumulative Quantitative Benefits (Agency/State) | 0 | 0 | 1,560,000 | 3,120,000 |
| Constituent (Social, Business, Environmental) Benefits | | | | | |
| C9 | Constituent: Service Level Savings | 0 | 0 | 7,592,788 | 7,592,788 |
| C18 | Constituent: Regulatory Savings | 0 | 0 | 0 | 0 |
| C24 | Constituent: Other Savings | 0 | 0 | 0 | 0 |
| C25 | Total Quantitative Benefits (Constituent) | 0 | 0 | 7,592,788 | 7,592,788 |
| C26 | Cumulative Quantitative Benefits (Constituent) | 0 | 0 | 7,592,788 | 15,185,577 |

Compliance with registering, licensing, permitting, obtaining authorizations, certifications, benefits, employment, transacting payments

Registering, licensing, permitting, obtaining authorizations, certifications, benefits, employment, transacting payments

Summary: Evaluation Factors

| Line | Factor | Maximum Rating Possible | Rating |
|------|---|-------------------------|--------|
| SF | Statutory Fulfillment | 35 | 21 |
| SA | Strategic Alignment | 45 | 31 |
| IA | Agency Impact Analysis | 35 | 19 |
| FA | Financial Analysis - Government/Constituent | 60 | 56 |
| RC | Initial Risk Consideration | 45 | 31 |
| AA | Alternatives Analysis | 30 | 30 |

[Agency/Organization Name]
[Project Name]

BUSINESS CASE WORKBOOK
[Version Number] [Revision Date mm/dd/yy]

| | | | |
|--|---------------------------|------------|------------|
| | Total, All Factors | 250 | 188 |
|--|---------------------------|------------|------------|

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|---------------|---------------|---------------|---------------|---------------|---------------|------------------|
| 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 71,400 | 1,002,120 |
| 21,234 | 21,234 | 21,234 | 21,234 | 21,234 | 21,234 | 298,030 |
| 0 | 0 | 0 | 0 | 0 | 0 | 2,171,760 |
| 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 92,634 | 3,471,910 |
| 0 | 0 | 0 | 0 | 0 | 0 | 16,500 |
| 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 29,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | 300,000 |
| 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | 440,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 59,000 | 59,000 | 59,000 | 59,000 | 59,000 | 59,000 | 785,500 |
| 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 4,257,410 |
| 0 | 0 | 0 | 0 | 0 | 0 | 107,487 |
| 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 151,634 | 4,364,897 |
| 3,606,725 | 3,758,360 | 3,909,994 | 4,061,629 | 4,213,263 | 4,364,897 | 4,364,897 |

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 12,480,000 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 12,480,000 |
| 4,680,000 | 6,240,000 | 7,800,000 | 9,360,000 | 10,920,000 | 12,480,000 | 12,480,000 |
| 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 0 | 0 | 0 | 0 | 0 | 0 | - |
| 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| 22,778,365 | 30,371,154 | 37,963,942 | 45,556,731 | 53,149,519 | 60,742,308 | 60,742,308 |

Financial Analysis: This is a Sample Used For Demonstration Purposes Only

Return on Investment (ROI) Based on Agency/State Benefits

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|------|---|-------------|-------------|-------------|-----------|
| RA1 | Agency Benefits (Inflow) | 0 | 0 | 1,560,000 | 1,560,000 |
| RA2 | Business Case Cost (Outflow) | (1,453,918) | (803,304) | (598,934) | (598,934) |
| RA3 | Benefit/Cost Variance (Net Flow) | (1,453,918) | (803,304) | 961,066 | 961,066 |
| RA4 | Cumulative Net Benefits (Cumulative Net Flow) | (1,453,918) | (2,257,222) | (1,296,157) | (335,091) |
| RA5 | Net Present Value | (1,384,684) | (728,620) | 830,205 | 790,671 |
| RA6 | Cumulative Net Present Value | (1,384,684) | (2,113,305) | (1,283,100) | (492,429) |
| RA7 | Breakeven Point (Years 1-10) | N/A | N/A | N/A | N/A |
| RA8 | Financial Return on Investment | -100% | -100% | -45% | -10% |

Return on Investment (ROI) Based on Constituent Benefits

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|------|---|-------------|-------------|-----------|------------|
| RC1 | Constituent Benefits (Inflow) | 0 | 0 | 7,592,788 | 7,592,788 |
| RC2 | Business Case Cost (Outflow) | (1,453,918) | (803,304) | (598,934) | (598,934) |
| RC3 | Benefit/Cost Variance (Net Flow) | (1,453,918) | (803,304) | 6,993,854 | 6,993,854 |
| RC4 | Cumulative Net Benefits (Cumulative Net Flow) | (1,453,918) | (2,257,222) | 4,736,632 | 11,730,486 |
| RC5 | Net Present Value | (1,384,684) | (728,620) | 6,041,554 | 5,753,861 |
| RC6 | Cumulative Net Present Value | (1,384,684) | (2,113,305) | 3,928,250 | 9,682,111 |
| RC7 | Breakeven Point (Years 1-10) | N/A | N/A | 2.32 | |
| RC8 | Financial Return on Investment | -100% | -100% | 166% | 340% |

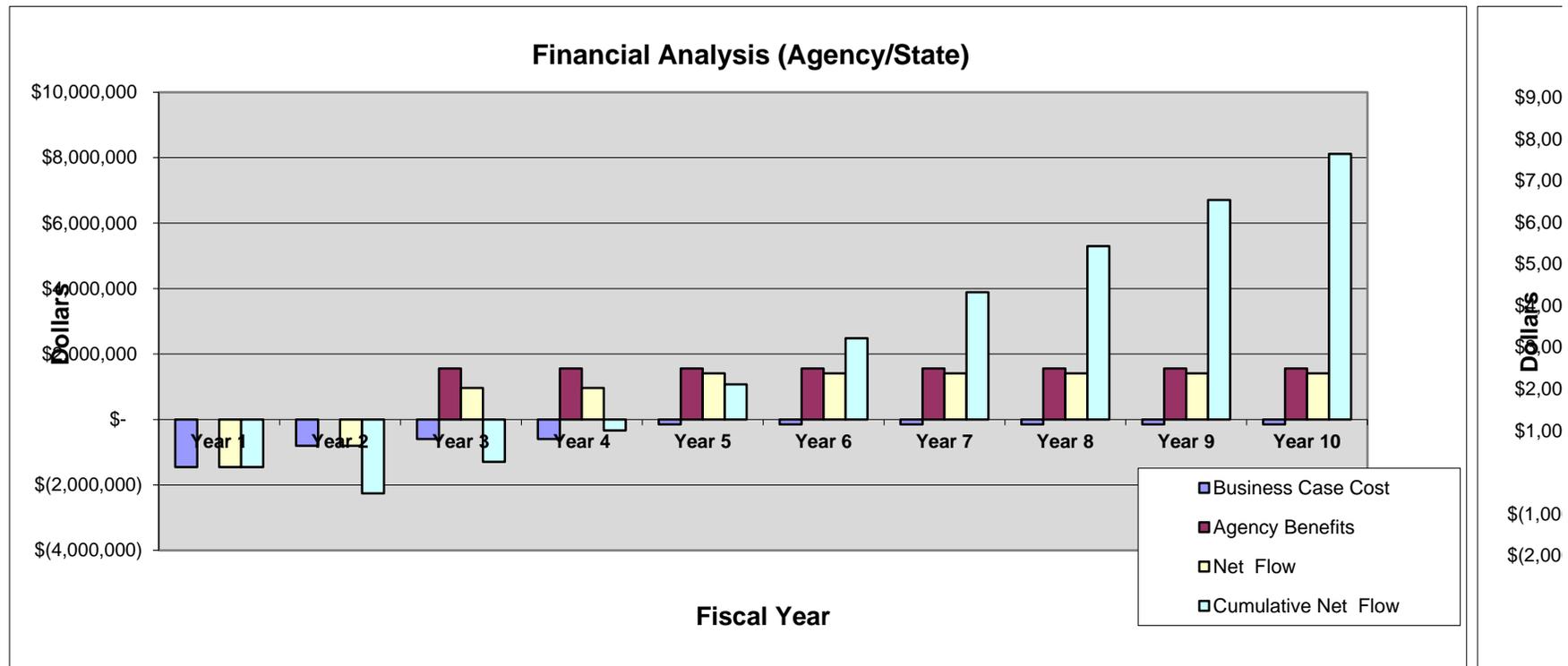
Return on Investment (ROI) Based on Agency and Constituent Benefits

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|------|---|-------------|-------------|-----------|------------|
| RAC1 | Agency and Constituent Benefits (Inflow) | 0 | 0 | 9,152,788 | 9,152,788 |
| RAC2 | Business Case Cost (Outflow) | (1,453,918) | (803,304) | (598,934) | (598,934) |
| RAC3 | Benefit/Cost Variance (Net Flow) | (1,453,918) | (803,304) | 8,553,854 | 8,553,854 |
| RAC4 | Cumulative Net Benefits (Cumulative Net Flow) | (1,453,918) | (2,257,222) | 6,296,632 | 14,850,486 |
| RAC5 | Net Present Value | (1,384,684) | (728,620) | 7,389,141 | 7,037,277 |
| RAC6 | Cumulative Net Present Value | (1,384,684) | (2,113,305) | 5,275,836 | 12,313,113 |
| RAC7 | Breakeven Point (Years 1-10) | N/A | N/A | 2.26 | |

| | | | | | |
|-------------|---------------------------------------|-------|-------|------|------|
| RAC8 | Financial Return on Investment | -100% | -100% | 220% | 430% |
|-------------|---------------------------------------|-------|-------|------|------|

Constituent

| Line | Category | Year 1 | Year 2 | Year 3 | Year 4 |
|------|-------------------------|-------------|-------------|-----------|------------|
| VA1 | Constituent Benefits | 0 | 0 | 7,592,788 | 7,592,788 |
| VA2 | Business Case Cost | (1,453,918) | (803,304) | (598,934) | (598,934) |
| VA3 | Benefit/Cost Variance | (1,453,918) | (803,304) | 6,993,854 | 6,993,854 |
| VA4 | Cumulative Net Benefits | (1,453,918) | (2,257,222) | 4,736,632 | 11,730,486 |



Discount Rate 5%

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 1,560,000 | 12,480,000 |
| (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (4,364,897) |
| 1,408,366 | 1,408,366 | 1,408,366 | 1,408,366 | 1,408,366 | 1,408,366 | 8,115,103 |
| 1,073,275 | 2,481,640 | 3,890,006 | 5,298,371 | 6,706,737 | 8,115,103 | 8,115,103 |
| 1,103,491 | 1,050,944 | 1,000,899 | 953,237 | 907,845 | 864,614 | 5,388,602 |
| 611,062 | 1,662,007 | 2,662,906 | 3,616,143 | 4,523,988 | 5,388,602 | 5,388,602 |
| 4.24 | | | | | | 4.24 |
| 30% | 66% | 99% | 130% | 159% | 186% | 186% |

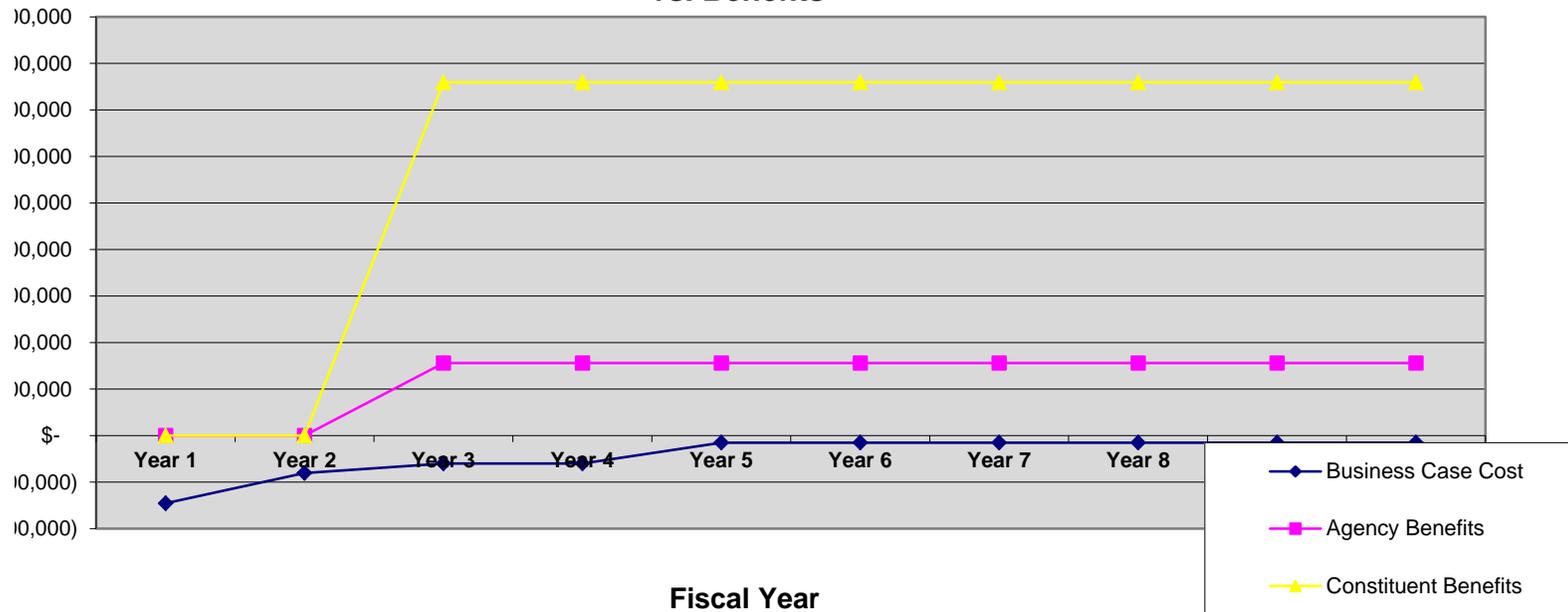
| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|------------|------------|------------|------------|------------|------------|----------------|
| 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (4,364,897) |
| 7,441,154 | 7,441,154 | 7,441,154 | 7,441,154 | 7,441,154 | 7,441,154 | 56,377,410 |
| 19,171,640 | 26,612,794 | 34,053,948 | 41,495,102 | 48,936,256 | 56,377,410 | 56,377,410 |
| 5,830,339 | 5,552,704 | 5,288,289 | 5,036,466 | 4,796,634 | 4,568,223 | 40,754,766 |
| 15,512,450 | 21,065,153 | 26,353,443 | 31,389,909 | 36,186,543 | 40,754,766 | 40,754,766 |
| | | | | | | 239,403,127.86 |
| 532% | 708% | 871% | 1022% | 1161% | 1292% | 1292% |

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|------------|------------|------------|------------|------------|------------|-------------|
| 9,152,788 | 9,152,788 | 9,152,788 | 9,152,788 | 9,152,788 | 9,152,788 | 73,222,308 |
| (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (4,364,897) |
| 9,001,154 | 9,001,154 | 9,001,154 | 9,001,154 | 9,001,154 | 9,001,154 | 68,857,410 |
| 23,851,640 | 32,852,794 | 41,853,948 | 50,855,102 | 59,856,256 | 68,857,410 | 68,857,410 |
| 7,052,640 | 6,716,800 | 6,396,952 | 6,092,335 | 5,802,224 | 5,525,928 | 49,899,992 |
| 19,365,753 | 26,082,553 | 32,479,505 | 38,571,840 | 44,374,064 | 49,899,992 | 49,899,992 |
| | | | | | | 0.00 |

| | | | | | | |
|------|------|-------|-------|-------|-------|--------------|
| 661% | 874% | 1070% | 1252% | 1421% | 1578% | 1578% |
|------|------|-------|-------|-------|-------|--------------|

| Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 | Total |
|------------|------------|------------|------------|------------|------------|-------------|
| 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (151,634) | (4,364,897) |
| 7,441,154 | 7,441,154 | 7,441,154 | 7,441,154 | 7,441,154 | 7,441,154 | 56,377,410 |
| 19,171,640 | 26,612,794 | 34,053,948 | 41,495,102 | 48,936,256 | 56,377,410 | 56,377,410 |

Business Case Cost vs. Benefits



Selection Results: This is a Sample Used For Demonstration Purposes Only

The following charts should be cut and pasted into Section 6, Project Selection, of the Business Case Template.

| Summary: All Project Evaluation Factors | | | |
|---|---|-------------------------|--------|
| Line | Factor | Maximum Rating Possible | Rating |
| SF | Statutory Fulfillment | 35 | 21 |
| SA | Strategic Alignment | 45 | 31 |
| IA | Agency Impact Analysis | 35 | 19 |
| FA | Financial Analysis - Government/Constituent | 60 | 56 |
| RC | Initial Risk Consideration | 45 | 31 |
| AA | Alternatives Analysis | 30 | 30 |
| Total, All Project Factors | | 250 | 188 |

P.J. Vilanilam:
 Your agency can assign weights to the different categories of evaluation factors. You must explain your selection methodology for this project in Section 6 of the Business Case. A minimum of 3 alternative solutions must be evaluated (one of them can be what would happen if we did nothing- status quo).

| Financial Analysis: Agency/State | | | | | | | |
|----------------------------------|---|-------------|-------------|-------------|-----------|-----------|---------------|
| Line | Measure | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | 10 Year Total |
| RA1 | Agency Benefits (Inflow) | 0 | 0 | 1,560,000 | 1,560,000 | 1,560,000 | 12,480,000 |
| RA2 | Business Case Cost (Outflow) | (1,453,918) | (803,304) | (598,934) | (598,934) | (151,634) | (4,364,897) |
| RA3 | Benefit/Cost Variance (Net Flow) | (1,453,918) | (803,304) | 961,066 | 961,066 | 1,408,366 | 8,115,103 |
| RA4 | Cumulative Net Benefits (Cumulative Net Flow) | (1,453,918) | (2,257,222) | (1,296,157) | (335,091) | 1,073,275 | 8,115,103 |
| RA7 | Breakeven Point (Years 1 to 10) | N/A | N/A | N/A | N/A | 4.24 | 4.24 |

| Financial Analysis: Constituents | | | | | | | |
|----------------------------------|-------------------------|-------------|-------------|-----------|------------|------------|---------------|
| Line | Measure | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | 10 Year Total |
| VA1 | Constituent Benefits | 0 | 0 | 7,592,788 | 7,592,788 | 7,592,788 | 60,742,308 |
| VA2 | Business Case Cost | (1,453,918) | (803,304) | (598,934) | (598,934) | (151,634) | (4,364,897) |
| VA3 | Benefit/Cost Variance | (1,453,918) | (803,304) | 6,993,854 | 6,993,854 | 7,441,154 | 56,377,410 |
| VA4 | Cumulative Net Benefits | (1,453,918) | (2,257,222) | 4,736,632 | 11,730,486 | 19,171,640 | 56,377,410 |

Cost Mapping - (optional worksheet): This is a Sample Used For Demonstration Purposes On

| Line | Category | Year 1 | | | Year 2 | |
|------|---|-----------------|---|--------------------------|-----------------|---|
| | | FY2014 | | | FY2015 | |
| | | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices |
| | Capital Costs | 1,051,155 | 1,051,155 | | 619,038 | 619,038 |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | 718,830 | 718,830 | | 619,038 | 619,038 |
| P8 | Subtotal Project Hardware Procurement | 17,325 | 17,325 | | 0 | 0 |
| P10 | Subtotal Project Hardware Maintenance | 0 | 0 | | 0 | 0 |
| P12 | Subtotal Project Software Procurement | 315,000 | 315,000 | | 0 | 0 |
| P14 | Subtotal Project Software Maintenance | 0 | 0 | | 0 | 0 |
| P24 | Subtotal Project Other Costs | 0 | 0 | | 0 | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Informational Costs (Optional) | 402,763 | 402,763 | | 184,266 | 184,266 |
| P3 | Total Project Agency Personnel Costs | 402,763 | 402,763 | | 184,266 | 184,266 |
| P4-I | Project IV&V Costs | 0 | 0 | | 0 | 0 |
| P20 | Project Travel | 0 | 0 | | 0 | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Total ITD Project Costs | 1,453,918 | 1,453,918 | | 803,304 | 803,304 |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Cost Mapping - (optional worksheet):

KEY: Indicates values that vary from the ITD (

| Line | Category | Year 3 | | | |
|------|---|--------------------------|-----------------|---|--------------------------|
| | | | FY2016 | | |
| | | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change |
| | Capital Costs | | 506,300 | 506,300 | |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | | 448,800 | 448,800 | |
| P8 | Subtotal Project Hardware Procurement | | 0 | 0 | |
| P10 | Subtotal Project Hardware Maintenance | | 2,500 | 2,500 | |
| P12 | Subtotal Project Software Procurement | | 0 | 0 | |
| P14 | Subtotal Project Software Maintenance | | 55,000 | 55,000 | |
| P24 | Subtotal Project Other Costs | | 0 | 0 | |
| | Other (describe) | | 0 | 0 | |
| | Other (describe) | | 0 | 0 | |
| | Other (describe) | | 0 | 0 | |
| | Informational Costs (Optional) | | 92,634 | 92,634 | |
| P3 | Total Project Agency Personnel Costs | | 92,634 | 92,634 | |
| P4-I | Project IV&V Costs | | 0 | 0 | |
| P20 | Project Travel | | 0 | 0 | |
| | Other (describe) | | 0 | 0 | |
| | Other (describe) | | 0 | 0 | |
| | Other (describe) | | 0 | 0 | |
| | Total ITD Project Costs | | 598,934 | 598,934 | |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Cost Mapping - (optional worksheet): Calculation

| Line | Category | Year 4 | | | Year 5 | |
|------|---|-----------------|---|--------------------------|-----------------|---|
| | | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices |
| | | FY2017 | | | FY2018 | |
| | | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices |
| | Capital Costs | 506,300 | 506,300 | | 59,000 | 59,000 |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | 448,800 | 448,800 | | 0 | 0 |
| P8 | Subtotal Project Hardware Procurement | 0 | 0 | | 0 | 0 |
| P10 | Subtotal Project Hardware Maintenance | 2,500 | 2,500 | | 4,000 | 4,000 |
| P12 | Subtotal Project Software Procurement | 0 | 0 | | 0 | 0 |
| P14 | Subtotal Project Software Maintenance | 55,000 | 55,000 | | 55,000 | 55,000 |
| P24 | Subtotal Project Other Costs | 0 | 0 | | 0 | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Informational Costs (Optional) | 92,634 | 92,634 | | 92,634 | 92,634 |
| P3 | Total Project Agency Personnel Costs | 92,634 | 92,634 | | 92,634 | 92,634 |
| P4-I | Project IV&V Costs | 0 | 0 | | 0 | 0 |
| P20 | Project Travel | 0 | 0 | | 0 | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Total ITD Project Costs | 598,934 | 598,934 | | 151,634 | 151,634 |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Cost Mapping - (optional worksheet):

| Line | Category | Year 6 | | | |
|------|---|--------------------------|-----------------|---|--------------------------|
| | | | FY2019 | | |
| | | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change |
| | Capital Costs | | 59,000 | 59,000 | |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | | 0 | 0 | |
| P8 | Subtotal Project Hardware Procurement | | 0 | 0 | |
| P10 | Subtotal Project Hardware Maintenance | | 4,000 | 4,000 | |
| P12 | Subtotal Project Software Procurement | | 0 | 0 | |
| P14 | Subtotal Project Software Maintenance | | 55,000 | 55,000 | |
| P24 | Subtotal Project Other Costs | | 0 | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Informational Costs (Optional) | | 92,634 | 92,634 | |
| P3 | Total Project Agency Personnel Costs | | 92,634 | 92,634 | |
| P4-I | Project IV&V Costs | | 0 | 0 | |
| P20 | Project Travel | | 0 | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Total ITD Project Costs | | 151,634 | 151,634 | |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Cost Mapping - (optional worksheet):

| Line | Category | Year 7 | | | Year 8 | |
|------|---|-----------------|---|--------------------------|-----------------|---|
| | | FY2020 | | | FY2021 | |
| | | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices |
| | Capital Costs | 59,000 | 59,000 | | 59,000 | 59,000 |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | 0 | 0 | | 0 | 0 |
| P8 | Subtotal Project Hardware Procurement | 0 | 0 | | 0 | 0 |
| P10 | Subtotal Project Hardware Maintenance | 4,000 | 4,000 | | 4,000 | 4,000 |
| P12 | Subtotal Project Software Procurement | 0 | 0 | | 0 | 0 |
| P14 | Subtotal Project Software Maintenance | 55,000 | 55,000 | | 55,000 | 55,000 |
| P24 | Subtotal Project Other Costs | 0 | 0 | | 0 | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Informational Costs (Optional) | 92,634 | 92,634 | | 92,634 | 92,634 |
| P3 | Total Project Agency Personnel Costs | 92,634 | 92,634 | | 92,634 | 92,634 |
| P4-I | Project IV&V Costs | 0 | 0 | | 0 | 0 |
| P20 | Project Travel | 0 | 0 | | 0 | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Other (describe) | | 0 | | | 0 |
| | Total ITD Project Costs | 151,634 | 151,634 | | 151,634 | 151,634 |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Cost Mapping - (optional worksheet):

| Line | Category | Year 9 | | | |
|------|---|--------------------------|-----------------|---|--------------------------|
| | | | FY2022 | | |
| | | Justification for Change | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change |
| | Capital Costs | | 59,000 | 59,000 | |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | | 0 | 0 | |
| P8 | Subtotal Project Hardware Procurement | | 0 | 0 | |
| P10 | Subtotal Project Hardware Maintenance | | 4,000 | 4,000 | |
| P12 | Subtotal Project Software Procurement | | 0 | 0 | |
| P14 | Subtotal Project Software Maintenance | | 55,000 | 55,000 | |
| P24 | Subtotal Project Other Costs | | 0 | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Informational Costs (Optional) | | 92,634 | 92,634 | |
| P3 | Total Project Agency Personnel Costs | | 92,634 | 92,634 | |
| P4-I | Project IV&V Costs | | 0 | 0 | |
| P20 | Project Travel | | 0 | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Other (describe) | | | 0 | |
| | Total ITD Project Costs | | 151,634 | 151,634 | |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Cost Mapping - (optional worksheet):

| Line | Category | Year 10 | | | Total ITD Amount Based on Project Financial Practices |
|------|---|-----------------|---|--------------------------|---|
| | | FY2023 | | | |
| | | ITD Calculation | ITD Amount Based on Project Financial Practices | Justification for Change | |
| | Capital Costs | 59,000 | 59,000 | | 3,036,793 |
| P5 | Total Project Contract/Consultant Services Costs (excluding IV&V costs) | 0 | 0 | | 2,235,468 |
| P8 | Subtotal Project Hardware Procurement | 0 | 0 | | 17,325 |
| P10 | Subtotal Project Hardware Maintenance | 4,000 | 4,000 | | 29,000 |
| P12 | Subtotal Project Software Procurement | 0 | 0 | | 315,000 |
| P14 | Subtotal Project Software Maintenance | 55,000 | 55,000 | | 440,000 |
| P24 | Subtotal Project Other Costs | 0 | 0 | | - |
| | Other (describe) | | 0 | | - |
| | Other (describe) | | 0 | | - |
| | Other (describe) | | 0 | | - |
| | Informational Costs (Optional) | 92,634 | 92,634 | | 1,328,104 |
| P3 | Total Project Agency Personnel Costs | 92,634 | 92,634 | | 1,328,104 |
| P4-I | Project IV&V Costs | 0 | 0 | | - |
| P20 | Project Travel | 0 | 0 | | - |
| | Other (describe) | | 0 | | - |
| | Other (describe) | | 0 | | - |
| | Other (describe) | | 0 | | - |
| | Total ITD Project Costs | 151,634 | 151,634 | | 4,364,897 |

P5 less project IV&V costs (P4-I)

P24 less project travel costs (P20)

Additional Agency Information: This is a Sample Used For Demonstration Purposes Only

Figures given below are ESTIMATES only based on current understanding of scope. Subject to change upon further requirements analysis.

The project will take 15 months to roll out.

15 Month duration based on analogous and top-down estimation methods

| | |
|---|------|
| Duration of project in months | 15 |
| Work hours in a month for one person | 160 |
| 15 months converted to (one-person) working hours | 2400 |

LABOR/SERVICES COSTS

Average percentage of time spent on project over entire duration

FTE

| | |
|-------------------------------|-------|
| IT Project manager | 100 % |
| DCS coordinator | 25 % |
| Agency infrastructure manager | 33 % |
| Business analyst | 50 % |
| .Net developer | 33 % |
| Oracle DBA | 25 % |
| Program specialistSME | 75 % |
| Program specialistSME | 65 % |
| Program specialistSME | 55 % |

Contractor

| | |
|---|------|
| .Net/ASP Programmer | 75 % |
| JAVA Developer | 75 % |
| IT Project manager | 75 % |
| Business analyst | 50 % |
| Systems architect | 33 % |
| Reports developer | 50 % |
| Microsoft SharePoint application server configuration | 25 % |
| Jboss EAP application server configuration manager | 33 % |
| Oracle DBA | 50 % |

Hourly Wages

FTE

| | |
|--------------------|------|
| IT Project manager | \$42 |
|--------------------|------|

[Agency/Organization Name]

[Project Name]

| | |
|-------------------------------|------|
| DCS coordinator | \$40 |
| Agency infrastructure manager | \$40 |
| Business analyst | \$35 |
| .Net developer | \$40 |
| Oracle DBA | \$37 |
| Program specialistSME | \$35 |

