



## GENERAL BUSINESS CASE PRO FORMA FOR EXPENDITURES BETWEEN £5,000 TO £50,000

This pro forma is designed to facilitate the preparation of business cases to appraise expenditure between £5,000 and £50,000 with appropriate and proportionate effort. It identifies the main elements of a business case to be covered, followed by spaces or tables for inserting the relevant information. *The spaces and tables should be enlarged or modified as required to accommodate all the necessary information.*

Where projects have the following attributes the template should not be used without first seeking support from DOJ Economics Team:

- Where a project is novel or contentious
- Where a project involves a significant change in the use of resources
- Where the "Status Quo" option is not fully costed as a baseline
- Where the cost estimates are unsupported by robust and documented evidence
- Where a project involves or impacts on more than one organisation
- Where the project is dependent on or has interdependencies with other projects

If any help is required in completing the Pro Forma please contact Economics Team, Financial Services Division for advice and assistance on (028) 9041 2789.

<b>Project / Expenditure Title:</b>	PBNI Mobile app	
<b>Responsible Manager:</b>	Gail McGreevy	
<b>Start Date:</b>	1 March	2016
<b>Completion Date:</b>		
<b>Evaluation Date:</b>	1 Sept	2016
<b>Date work started on this business case pro forma</b>	14/12/15	

<b>Approver (Signature):</b>	
<b>Grade:</b>	Deputy Director
<b>Date:</b>	13/1/16.

## 1. Project Background, Strategic Context and Need

- Explain the background to the proposal including relevance to Departmental strategic aims and policy.
- Describe the nature of the needs or demands to be addressed including deficiencies in current provision.

PBNI has a business plan objective 2015-16 to develop and implement PBNI's IT strategy to support front line services. Through the Organisational development Plan and Workforce Modernisation programme there was a clear theme that staff wished to see more effective IT solutions to help them deliver services. PBNI carried out a sample survey of service users and asked them about IT knowledge use of smart phones and desire for IT solution to help access resources. Those sampled, in the main, thought such a system would be useful.

This mobile phone application would be an important tool for service users to assist service users in the rehabilitation and resettlement process. It will enable them to access resources such as mental health advice lines and services, drug and alcohol services and help with housing, employment, training and other support services.

The app will also provide information about what probation officers expect from those on a court order. There will be information provided about what it means to be on a particular order or licence, the requirements and expectations.

## 2. Objectives and Constraints

- List the project objectives in measurable terms, where possible.
- Identify any potential constraints and how these may be overcome.

Objectives
Procurement of an efficient, value for money solution through competitive tender or framework agreements
Development of an IT solution to help service users access support and resources in the community
Constraints
Budget of £10k including VAT

## 3. Identify Options, Monetary Costs and Benefits

- Consider alternative ways to meet the objectives.
- Identify the costs associated with each option.

Option No.	Option Description	Capital Cost (£)	Resource Costs (£)
1	Do nothing	£0	£0
2	Develop an app for service users	£10	£1 per annum
3	Signpost service users to website	£0	£0

#### 4. Non-Monetary Costs and Benefits

- List and describe the non-monetary costs and benefits (i.e. Non-Monetary Criteria).
- Assess the impact of each option against each of the non-monetary criteria by allocating a score: 1 Low Impact to 5 High Impact.

Non-Monetary Criteria	Assessment of Options Against Non-Monetary Criteria		
	Option No:	Option No:	Option No:
	1	2	3
Procurement of an efficient, value for money solution through competitive tender or framework agreements	1	5	1
Development of an IT solution to help service users access support and resources in the community	1	5	1
Overall Impact			

Provide a brief explanation of scoring applied above:

A score of 1 has been applied where the option does not meet the non-monetary cost or benefit, while a score of 5 is applied where the option meets the non-monetary cost or benefit fully

#### 5. Risks and Uncertainties

- Identify any potential risks and uncertainties.
- Explain how these risks may be mitigated.

There are no identified security risks.  
The only uncertainty is the overall number of users. Based on the age profile of service users we estimate the majority will have access to a smart phone and be able to use it. The sample survey gave only an indication of likely use. We will evaluate use after 6 months.

#### 6. Preferred Option

- Summarise the main differences between the options and identify a preferred option.

The preferred option is option 2.

#### 7. Affordability

- Set out the annual capital and resource Departmental Expenditure Limit (DEL) requirements for the preferred option, as per the table below.

DEL Requirements	Year 1	Year 2	Year 3	Year 4	Total
Capital	£10k	£0	£0	£0	£0

Resource	£1	£1	£1	£1	£4k
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Has funding been secured to cover all costs associated with the preferred option?

Yes:  No:

(Double click relevant box and select 'checked')

**Note:** Affordability must be confirmed prior to approval of the business case and commencement of any procurement exercise or engagement with potential suppliers.

### 8. Project Management, Monitoring and Evaluation

- Explain the project management structure and arrangements in place for monitoring and evaluation.
- State proposed evaluation arrangements e.g. when it will happen, who will do it, what factors will be evaluated?

The performance of the Contractor will be subject to monitoring and review against agreed quality aspects including timely delivery of the product, and meeting agreed deadlines.